



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.



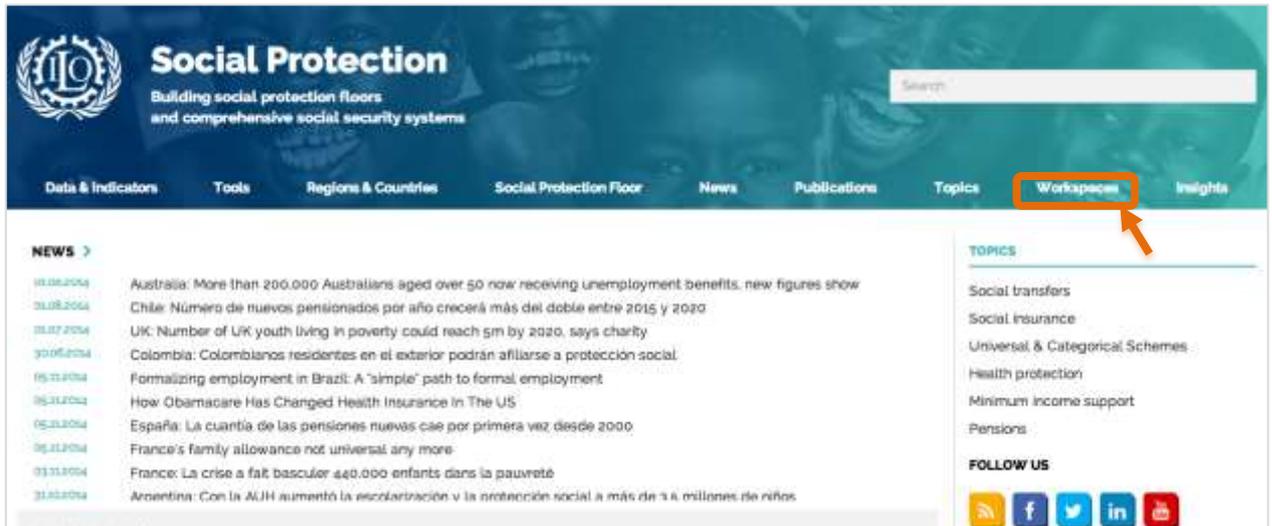
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1.2 How to create a new workspace?

STEP 1

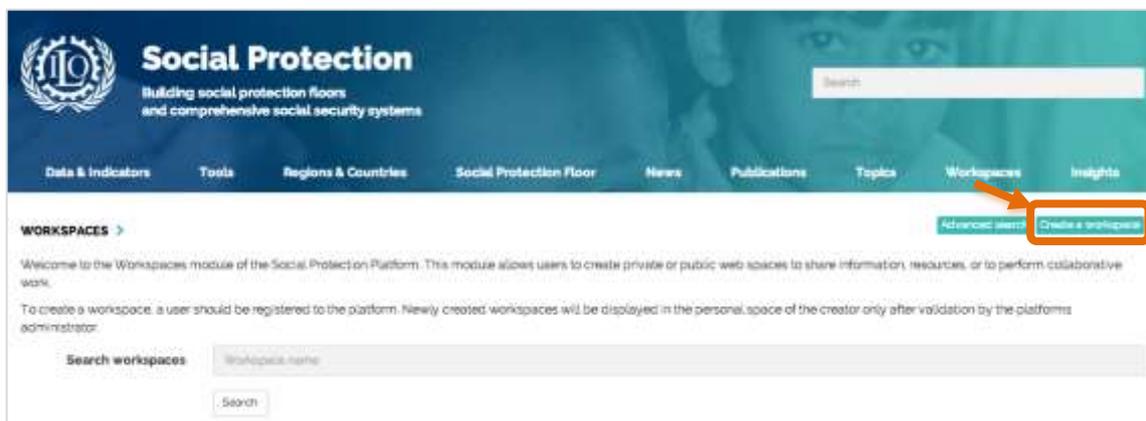
Go to **Workspaces** main page by clicking on “**Workspaces**” in the top menu of the Platform:



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**

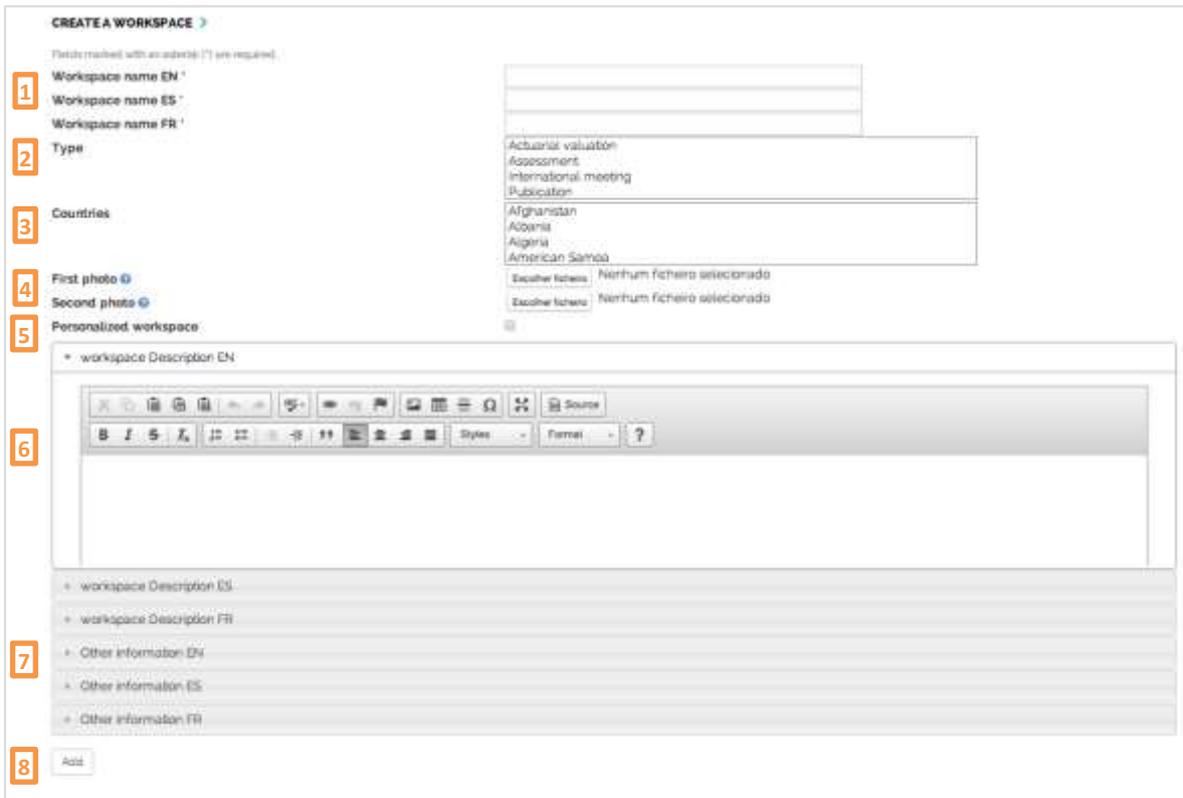
STEP 2

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" with the following fields and callouts:

- 1** Workspace name EN*
- 1** Workspace name ES*
- 1** Workspace name FR*
- 2** Type (dropdown menu with options: Actuarial valuation, Assessment, International meeting, Publication)
- 3** Countries (dropdown menu with options: Afghanistan, Albania, Algeria, American Samoa)
- 4** First photo (upload button)
- 4** Second photo (upload button)
- 5** Personalized workspace (checkbox)
- 6** workspace Description EN (rich text editor)
- 7** workspace Description ES
- 7** workspace Description FR
- 7** Other information EN
- 7** Other information ES
- 7** Other information FR
- 8** Add (button)

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:

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.

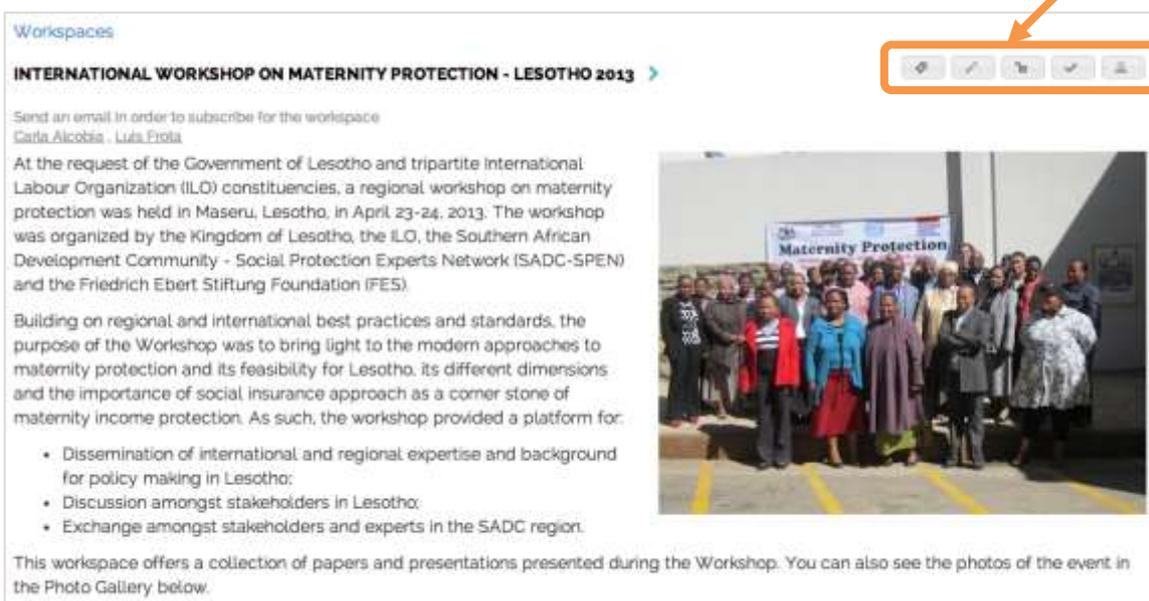


2. Workspace administration

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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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.

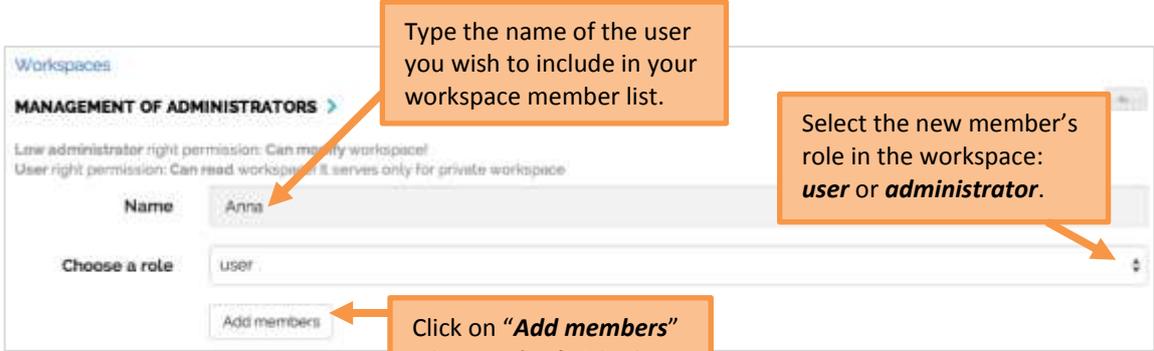
4- Activate your workspace.

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).





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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:



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The screenshot shows a 'LIST OF WIKIS' on the left and a 'CONTENT' list on the right. An orange box labeled 'Wiki folders' has arrows pointing to the first five items in the 'LIST OF WIKIS' (Introduction, Step 1: Assessment matrix, Step 2: Costing policy options, Step 3: Endorsement, Case studies) and to the first five items in the 'CONTENT' list (Main page, 1. Introduction, 2. Step 1: Assessment matrix, 3. Step 2: Costing policy options, 4. Step 3: Endorsement). Another orange box labeled 'Wiki pages' has arrows pointing to items 10 (Policy options), 11 (RAP Model), and 12 (Understanding RAP) in the 'CONTENT' 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:

The screenshot shows a 'LIST OF WIKIS' with one entry: 'home' by Carla Alcobia. Two orange callout boxes are present: 'Create a wiki folder' with an arrow pointing to a folder icon, and 'Create a wiki page' with an arrow pointing to a page icon.

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:

The screenshot shows a 'LIST OF WIKIS' with one entry: 'Introduction' by Victoria Giroud-Castiella. The folder icon for this entry is highlighted with an orange box.

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

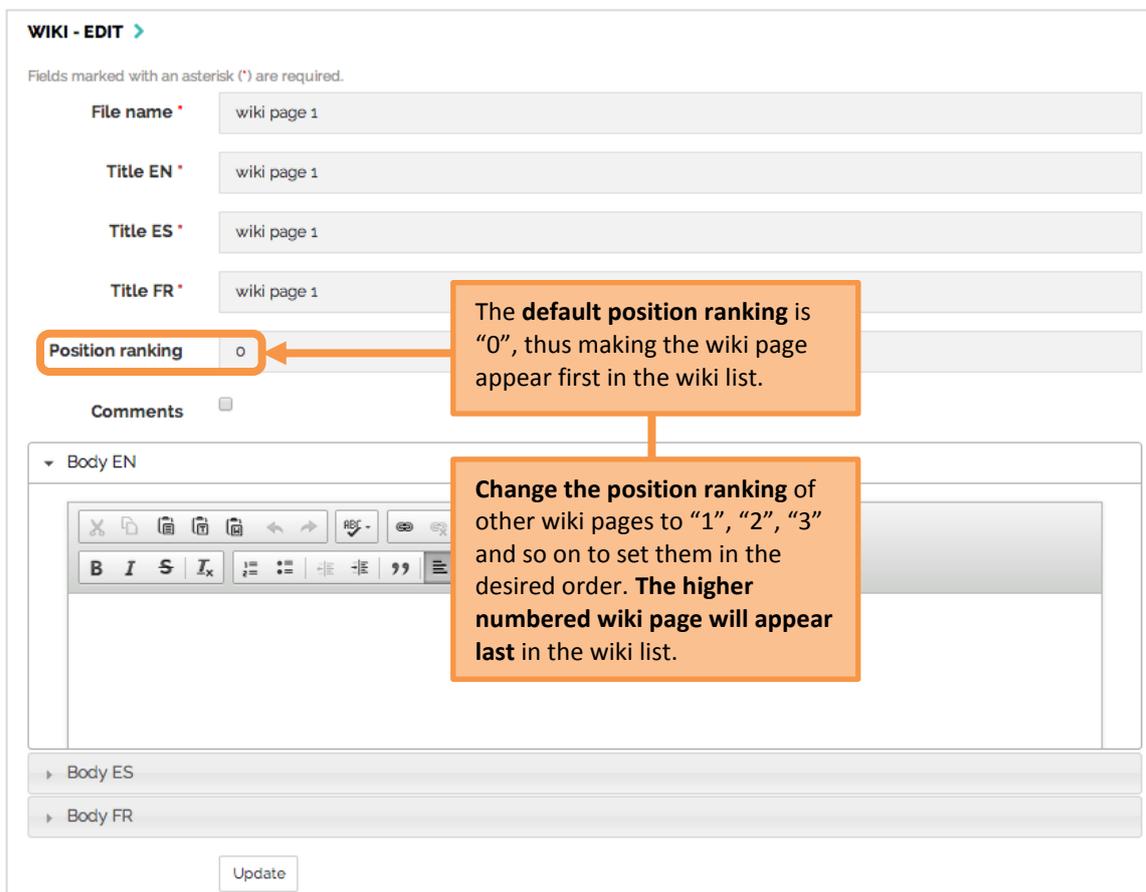
The screenshot shows a 'LIST OF WIKIS' with five entries: '1. General overview', '2. Introduction to SP', '3. Risk and insurance', '4. National dialogue exercise', and '5. Jeopardy', all by Tomas Barbero. The page icon for the first entry is highlighted with an orange box.

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:

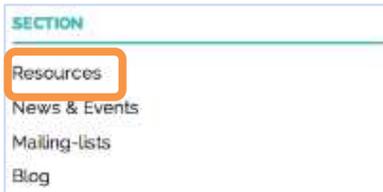


You can change the order of the wikis whenever you want; to do so, you will need to edit the wikis page as indicated above.

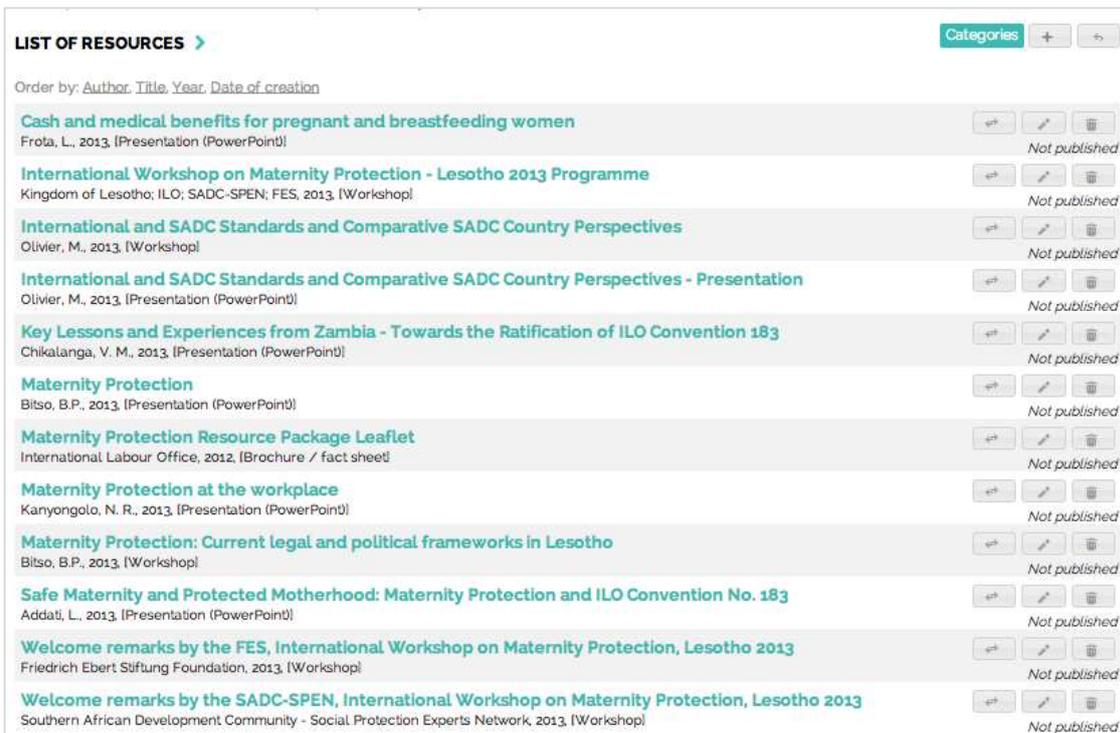


3.2 Section

3.2.1 Resources

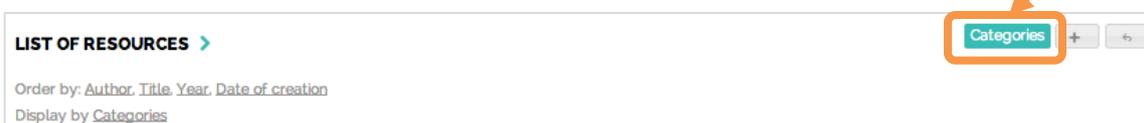


When you click on the link '**Resources**' on the above-illustrated menu, you can view all resources added to the workspace:



3.2.1.1 How to create and rank categories

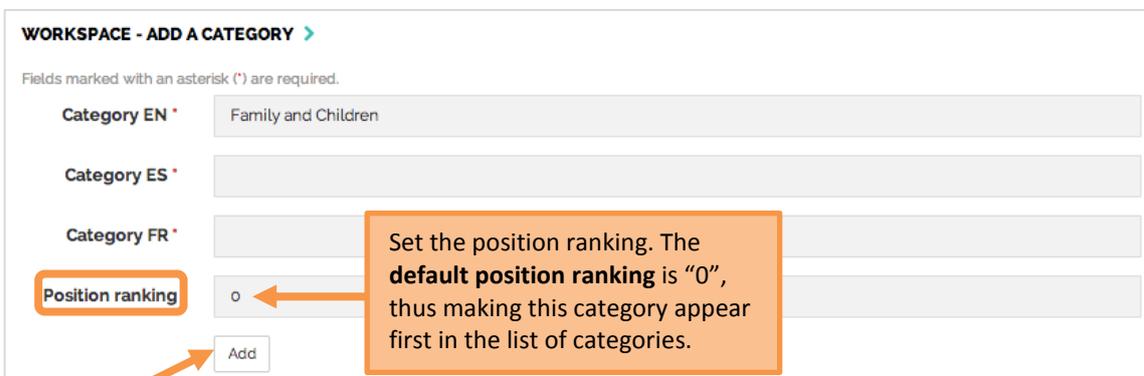
To better organize the workspace resources, you can **create categories** under which resources are classified. Click on the green button "Categories" on the top of the list of resources:



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:



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 >

Link platform resources

Title

Author

Year

Region

Type

Language

Country

Tags

Search

Resources related to GMI

Resources related to the Concertation

Search a resource using these fields

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
Bondin, Ch., 2009.

The Social Protection Floor initiative. Entry points for UNESCO action
UNESCO, 2009. *Not published*

Intra 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
Fath, G., 2009. *Not published*

Add *Click Add when you're finished*

Select the resources

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

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

Add

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

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

Click **Add** when you're finished

Select one of the categories previously created in the workspace.

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:

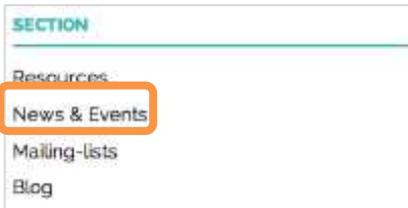


The publication of the resource in the SPP library will be submitted to the Platform Administration, that will in due time activate its publication in the library.

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



3.2.2 News and Events



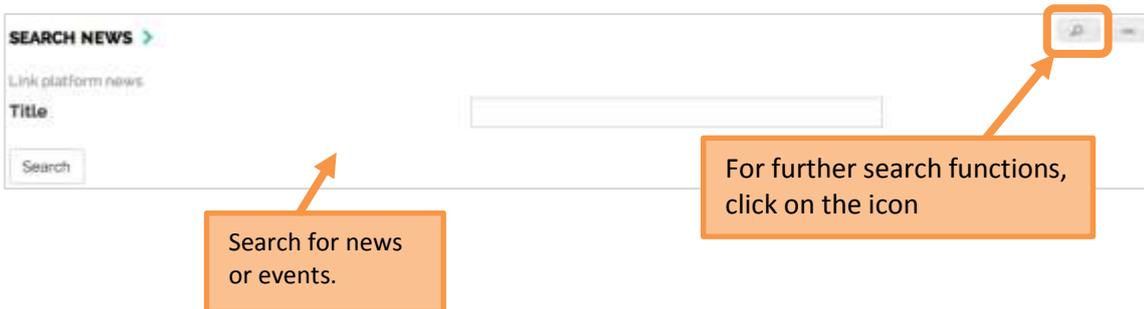
When you click on the link '**News & Events**' on the above-illustrated menu, you can view all news and events added to the workspace.

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:





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2- Create news or events in the workspace:

CREATE A NEWS / CALENDAR

Fields marked with an asterisk (*) are required.

Type *
 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 Sebete, Luth Zozwa

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

SECTION

Resources
 News & Events
 Mailing lists

December 2014

Su	Mo	Tu	We	Th	Fr	Sa



As with the resources, you can share the news and events you've created by clicking on the icon  on the list of news:



The publication of the news in Platform will be submitted to the Platform Administration that will in due time activate its publication.

3.2.3 Blog



You can create blog posts on your workspace to share your insights with other users. Click on "**Blog**" on the right-side menu and add a post by clicking on the icon .

Fill in the form:

BLOG - ADD >

Title EN *

Title ES *

Title FR *

▼ Abstract EN



▶ Abstract ES

▶ Abstract FR

▶ Body EN

▶ Body ES

▶ Body FR

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

Resources

News & Events

Mailing-lists

Blog

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 