

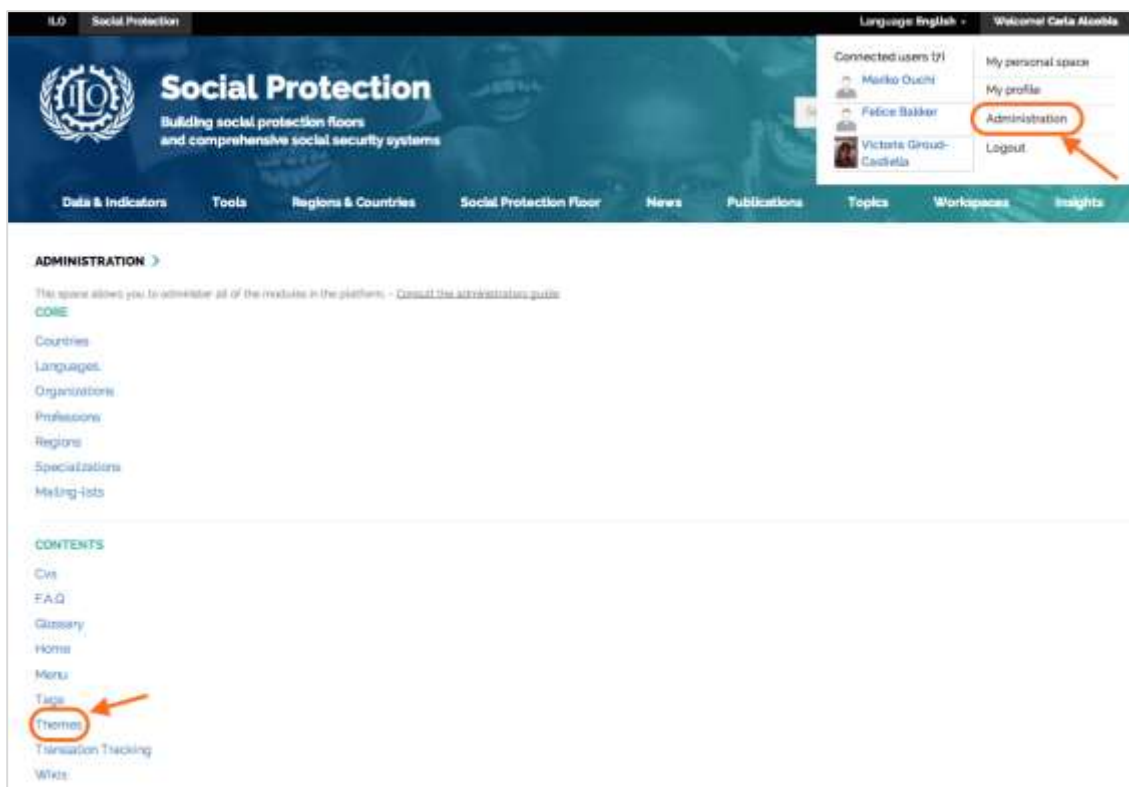


SPP ADMINISTRATOR GUIDE: How to create and edit topic pages

Topic pages are wikis that offer specific content on a certain theme. These pages work as wikis but are more elaborated than the regular wiki pages.

1 How to create a topic page

To **create a topic page**, be sure you are **logged in** and click on **Administration** in the right side menu, just below your name. Once the Administration page opens, click on **Themes** on the left side of the screen, under “Contents”, to access the Administration of Themes:



In the page “Administration of Themes”, you can **add a new topic page** by clicking on the icon



:



Social Protection

Building social protection floors
and comprehensive social security systems

The screenshot shows the Social Protection website interface. At the top, there is a search bar and a navigation menu with links: Data & Indicators, Tools, Regions & Countries, Social Protection Floor, News, Publications, Topics, Workspaces, and Insights. Below the navigation menu, the 'Family and Child Benefits' theme is selected. The main content area displays a list of themes under the heading 'ADMINISTRATION OF THEMES >'. Each theme entry includes a title, ID, Service ID, and a date. To the right of the theme list, there is a 'TOPICS' sidebar with a list of topics. A red circle and an arrow point to the 'Add' button in the top right corner of the theme list.

Fill in all fields and click **Add** when you are finished:

ADD A THEME >

Title EN *

Title ES *

Title FR *

NOTE: Fields marked with an asterisk (*) are required.

Once you are back to the theme list, select the theme you've just created and click on it:

The screenshot shows the Social Protection website interface with the theme list. The theme 'Corporate Social Responsibility and Social Protection' is highlighted with a red circle. The theme list includes the following entries:

- Convention No.102 - a model for regional instruments and national legislation
ID: 723, Service ID: 2392
24.12.2008, MarionAdmin HERVIER
- Coordinating different health financing mechanisms
ID: 282, Service ID: 1012
25.08.2008, Veronika Wodsak
- Corporate Social Responsibility and Social Protection**
ID: 3445, Service ID: 8047
05.09.2012, Carla Alcobia
- Costa Rica's response to the crisis
ID: 1687, Service ID: 4426
16.10.2009, javier gutierrez

More questions? Email us at gess@ilo.org

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2 How to edit a topic page

You can edit the content by clicking on the icons on top of the topic page:

CORPORATE SOCIAL RESPONSIBILITY AND SOCIAL PROTECTION

Updated by Las, Tessa on 10/10/2014

States have the primary responsibility for providing social security to all residents and children (ILO Convention No. 102, Recommendation No. 202). To achieve this goal, they have a range of means of implementation and funding. In this regard, enterprises can play an important role in extending social security in the context of national policies and legislation. Two types of contributions are identified:

Vertical dimension: Progressively ensuring higher levels of protection, guided by Convention No. 102 and more advanced standards

Horizontal dimension: Guaranteeing access to essential health care and minimum income security for all, guided by Recommendation No. 202

Level of protection: High, Floor level, Low

Individual / household income: Low, High

Voluntary insurance under government regulation

Supplementary social protection

Voluntary

Compulsory

Social contributions

Taxes

Basic social security guarantees: Access to essential health care and basic income security for all

Social security benefits of guaranteed levels

Compulsory entry points

Voluntary entry points

Compulsory entry points

- Compulsory social security contributions
- Taxes, part of which is directed towards social assistance
- Participation, through their representative organizations, to national dialogues on the extension of social protection

Companies must contribute as employers and taxpayers, but they can also support the extension of social security through their Corporate Social Responsibility (CSR) strategies and through the resulting practices. The ILO defines CSR as 'a way in which enterprises give consideration to the impact of their operations on society and affirm their principles and values both in their own internal methods and processes and in their interaction with other actors. CSR is a voluntary, enterprise-driven initiative and refers to activities that are

Why social protection?

- Need for Social Protection
- Right to Social Security
- Impact of Social Protection
- Employment and social protection

Policy Areas

- Employment injury
- Health Protection
- Old-Age Disability ...
- Paid sick leave
- HIV/AIDS

Policy Instruments

- Introduction: Social Transfers
- Social Insurance
- Universal Schemes
- Minimum income support...
- Conditional Cash Transfer Programmes
- Microinsurance

Governance

- Legal Framework
- Social Protection Education

Statistics

- World Social Protection Report
- Social Protection Floor

Let's see in further detail the administration icons:

2.1 Tagging



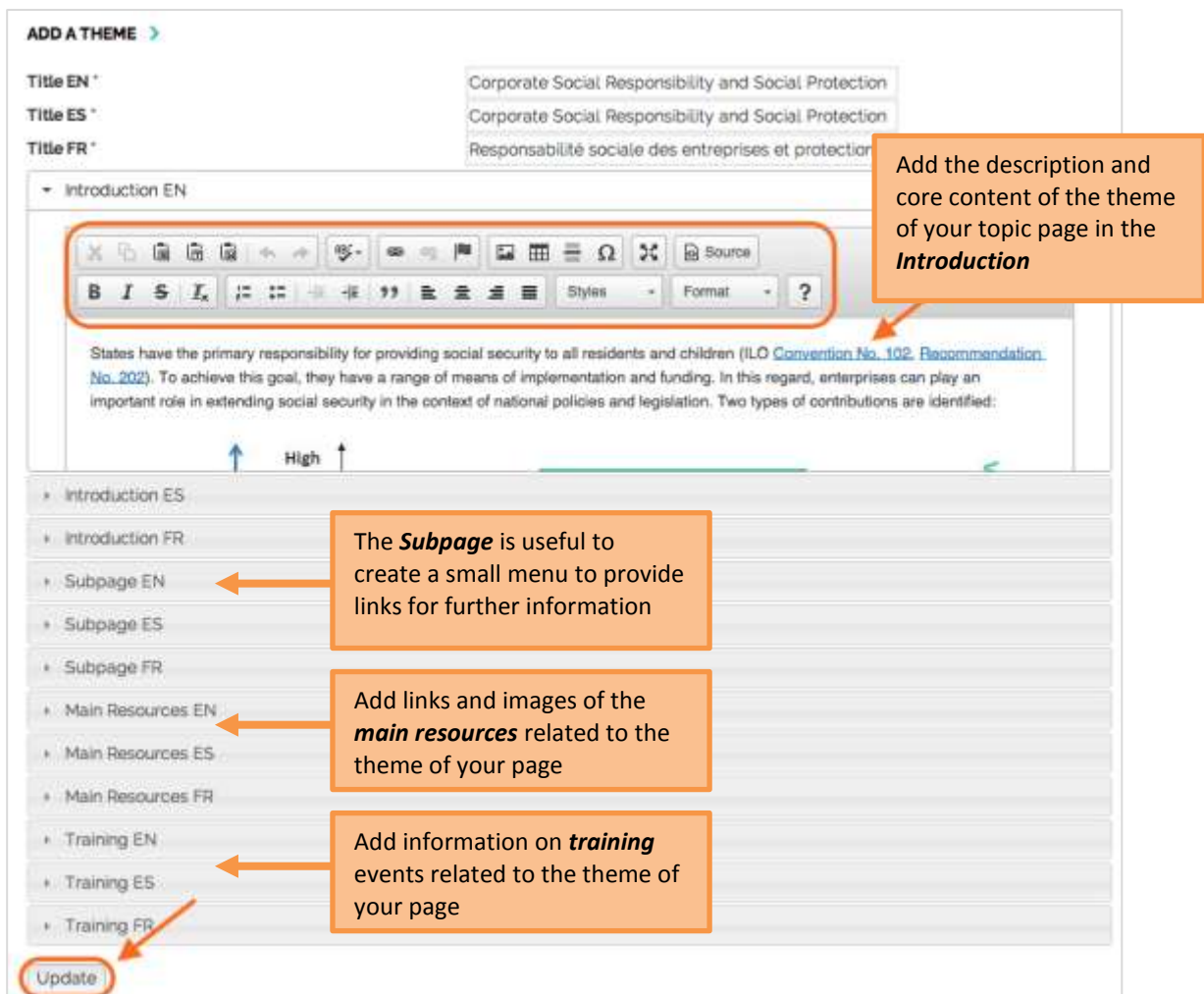
Tag the topic page: Add tags using the tag wall. Tagging the topic page will make it easier for others to search content and find the page you've created.

2.2 Editing the page



Here you can edit the title of the page as well as different entries for content, namely **Introduction**, **Subpage**, **Main Resources** and **Training**.

For each one of these entries you can use the **content editor** to add and format text, add images and photos, add links to other wiki pages in the SPP as well as external links. Click **Update** once you've finished:



The screenshot shows the 'ADD A THEME' section of the editor. It includes fields for 'Title EN', 'Title ES', and 'Title FR'. Below these is the 'Introduction EN' section, which contains a rich text editor with a toolbar (highlighted with an orange box) and a text area. An orange callout box points to the toolbar with the text: 'Add the description and core content of the theme of your topic page in the **Introduction**'. Below the text area is a list of subpages: 'Introduction ES', 'Introduction FR', 'Subpage EN', 'Subpage ES', 'Subpage FR', 'Main Resources EN', 'Main Resources ES', 'Main Resources FR', 'Training EN', 'Training ES', and 'Training FR'. Three orange callout boxes point to these subpages: 'The **Subpage** is useful to create a small menu to provide links for further information' (pointing to 'Subpage EN'), 'Add links and images of the **main resources** related to the theme of your page' (pointing to 'Main Resources EN'), and 'Add information on **training** events related to the theme of your page' (pointing to 'Training EN'). At the bottom left, an 'Update' button is circled in orange.



2.3 Enabling the page



To make the page visible in the platform you need to click on the button . When the page is disabled, this symbol appears: 

2.4 Managing administrators



You can add other SPP members to your topic page, allowing them to edit and manage the page. Select the name of the member you wish to add to your page and then click **Add members**:

MANAGEMENT OF ADMINISTRATORS >

Name

Victoria Giroud-Castiella
Victoria Strokova

Members List

Lou Tessier Lou Tessier
E-mail: tessier@ilo.org

Add members