Knowledge management and information sharing on the SPF initiative

GESS platform: SPF country guide

GESS is a global knowledge sharing platform on the extension of social security and aims to facilitate the exchange of information and ideas, capture and document on experiences, identify knowledge gaps, create new knowledge and promote innovation. Based on the Web 2.0 approach, GESS promotes user interaction, social network creation and content syndication. The content is organized geographically and by topic.

Pages dedicated to the construction of the SPF at national levels were created to give the opportunity to GESS users to follow SPF-I national processes from around the world. This guide aims to show members of the country joint teams how to access and use specific sections available in the platform.

1. Section providing general information on the SPF-I.

This is a thematic section where you can find general information, resources, news and key documents on the initiative.

You can access the section from the homepage (see picture 1).

2. Section providing information on the SPF-I for a specific country. This section is intended for joint teams working on the SPF development of a particular country.

You can access the section from two different points: the homepage or the country profiles section if the country is already displayed on the list (see pictures 1, 2 and 3). According to the team's organization, users can also jointly work in a private workspace created in the platform (see picture 4).

Subsections:

- WHERE ARE WE NOW? Kind of chronogram, based on the generic framework defined in the Manual. In practice, the chronogram is adapted to national contexts. It provides information on the process undertaken and progress achieved in the SPF implementation process. A colour code is used to indicate the activity progress (done, ongoing, upcoming).
- ACTORS INVOLVED. Allows UN organizations and other cooperating agencies to inform on their activities linked to the SPF-I. (To add information about your organization, see picture 4.)

- "Focus" boxes:
 - WHAT IS ALREADY IN PLACE? Dedicated to the inventory / assessment of what is already in place on the demand and supply sides of the four components of the floor.
 - **KEY EXISTING SCHEMES/PROGRAMMES**. Dedicated to the identification of schemes or programmes that are / have the potential to constitute components of a national social protection strategy.
 - NATIONAL DEFINITION OF THE FLOOR
 - **BUILDING THE SPF: RECENT ADVANCES.** This subsection links to a private workspace intended for the members of the joint team (see picture 4). To have use and administration rights of the workspace, please contact the administration at: gess@ilo.org
 - **LEARN MORE ABOUT THE INITIATIVE**. Provides a link to the page on the SPF-I general information section.
- **NEWS.** You can consult/post news linked to the SPF-I topic on upcoming events, training courses, etc.
- **RESOURCES.** You can download / upload resources related to the SPF-I country.

Picture 1: Accessing the SPF country pages – general information and by country

Gess	GLOBAL EXTE SOCIA	NSION OF L SECURITY		
ACCESS is a global knowledge sharing identify knowledge gaps, create new GESS is continuously being enhance anter to posting comments.	general SPF	It aims to capitalize on ex formation evelopment by suggestin	xperiences, ng additional	HEP! MAP! CONTACT SIGN IN Image: Contact Login : Image: Contact Password : Image: Contact
Country profiles	ON Manual for Social Pro atoms is now availabl the section on the UN available ; Fact sheet	ntection Floor (stat UN countr e online I Social Protection Floor Initi t on the SPFI	Y Q ative (SPF)	Ilost my log n/password How & win points? GLOBAL ECONON IC RISIS Global Response W UN Social Protection Floor Initiative National Responses
* G20 Labor and Employment Ministers' R Access the SPF-I by country, if the later is displayed on the list	ecommendations to G IO, Buer , 2010- ring pec	520 Leaders , 2010-04 nos Aires, Argentina , 03-17 More info ople in times of crisis ,	Control of the second s	Register to the platform or log
				» Old-age, disability

Picture 2: The UN SPF-I, general information page and link to the SPF country list



Picture 3: Access to a SPF-country from the country profiles section (e.g. Thailand)



Picture 4: Public space dedicated to a SPF country (e.g. Thailand)



How can you participate for a new SPF country page?

- 1. You need first to register to the platform (see picture 1).
- 2. To add a SPF country page, a previous arrangement among the working team members is necessary, inter alia, to organise administrators' rights of the page. Once responsibilities among the working team are set up you have then to contact one of the following persons:

Céline Félix (Thailand): <u>felix@ilo.org</u> Griett Cattaert (New York): <u>cattaert@ilo.org</u> Veronika Wodsak (Geneva): <u>wodsak@ilo.org</u>

These contact persons will create a blank country page that you will be able to fill in with contents as it is being produced and as the country's SPF process is moving forward.

3. You can access your new SPF country page from the Country profile section, if the country is displayed on the list (see picture 1), or from the general SPF-I page (see picture 2). A blank page is then displayed:

Picture 5: A SPF blank country page (e.g. Argentina)



How can you participate for an existing SPF country page?

- 1. Once registered to the platform (see picture 1), and with your own administration or user rights you can:
 - a. include your activities, extracted from your matrices;
 - b. access the teams' private space;
 - c. add inputs to the country page;
 - d. upload your CV into the expert database to contribute to the creation of an online community on the extension of social protection;
 - e. add news;
 - f. upload resources; etc.
- 2. The principle is roughly the same for each section: **fill in the corresponding forms**, which have been designed in a quite intuitive manner to make users' work easier (see picture 6).

Picture 6: a basic form that allows adding contents

HOME > ADMINISTRATION			
» ADD ORGANIZATION PAGE		<u>_</u>	(*) - required fields, e.g.
English name *			languages; in such cases,
Spanish name *		_ ≻	make just a copy/paste of your
French name *			own language into the other
Portugese name *			Galla
Code *			tields
Choose a country	Afghanistan	•	
Site	-		
Phone number	0		
Fax	0	1	
Contact person	-		
		~	
Logo		Browse	
▼ SOCIAL PROTECTION FLOOR ACTIVITIES	EN		
E Source B I <u>U</u> § Ξ Ε Ε Ε Ε	E = ■ 🍓 🤐 I 🖾 16 💷		Text box (html code based) for long texts. When copying text from Word, it is highly recommended to paste it first in notepad and from there into this box; then you can format.
▹ SOCIAL PROTECTION FLOOR ACTIVITIES	ES		
▶ SOCIAL PROTECTION FLOOR ACTIVITIES	FR		
SOCIAL PROTECTION FLOOR ACTIVITIES	PT		
Add Reset			

- 3. For "NEWS" and "RESOURCES" sections there are 2 more possibilities:
 - a. see the whole list of resources added to the SPF country page (since from this main page only the 3 main resources are displayed) by clicking on SEE ALL;
 - b. add to this resource list other resources from the GESS library, by clicking on ADD, and making a search / selection of those resources.
- 4. If you have any question, please contact the persons listed above, or send an e-mail to the GESS administration at: <u>gess@ilo.org</u>. We will be pleased to help you.