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Goals and Objectives of the UN-REDD Online Workspace

The goal of the UN-REDD online workspace is to facilitate and promote effective online collaboration for active members of the UN-REDD Programme. It provides different access and editing rights to different users, and is designed as a dynamic instrument where the vast majority of contents is provided by users. It serves the following objectives:

- Sharing working and final documents
- Providing updates on UN-REDD Programme activities related to joint national programmes, collaboration with partner organizations, and REDD in general
- Managing time, posting events and announcements
- Providing contact information for UN-REDD colleagues and partners
- Allowing open or moderated discussions

Using the Workspace – Access

This workspace is not open to the general public and can only be accessed for users who have been granted a username and password*. To start, type in your browser the following url address:
<http://www.unredd.net>:

Enter your username and password and click on the “Login” button



UN-REDD Programme On-line Workspace

United Nations Collaborative Programme on
Reducing Emissions from Deforestation and
Forest Degradation in Developing Countries

FAO UNDP UNEP

Username

Password

Remember Me

Login

[FORGOT YOUR PASSWORD](#)

In addition to the administrator, five categories of users have different access/editing rights. These user categories are:

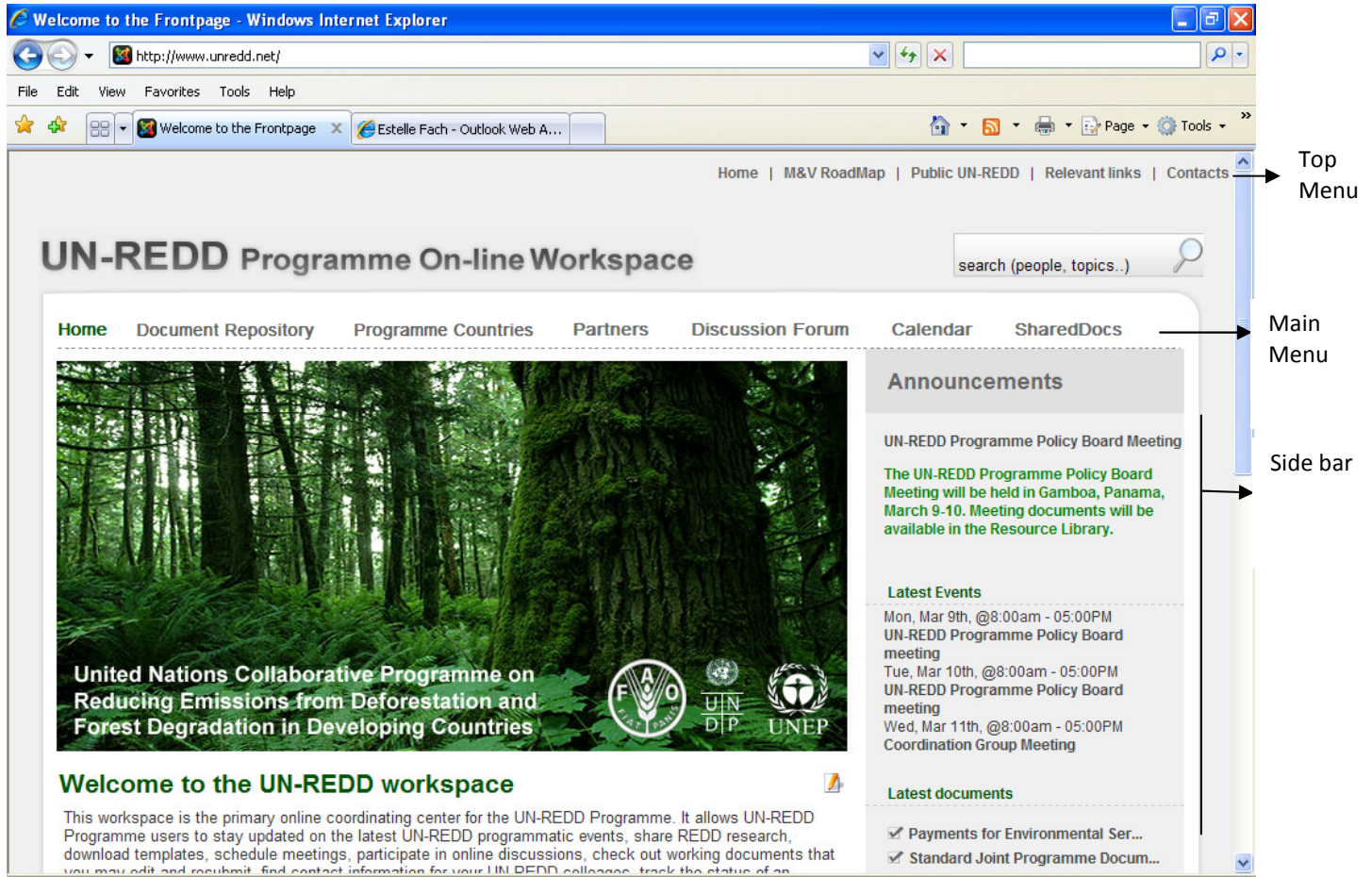
- 1) Coordination group
- 2) Secretariat
- 3) Regional Technical Advisors
- 4) National Counterparts
- 5) Partner Organizations

A table describing user access level to all functions is presented in Annex 1

* With the exception of the Resource Library, who can be accessed and browsed without a username and password.


Using the Workspace - General Presentation:

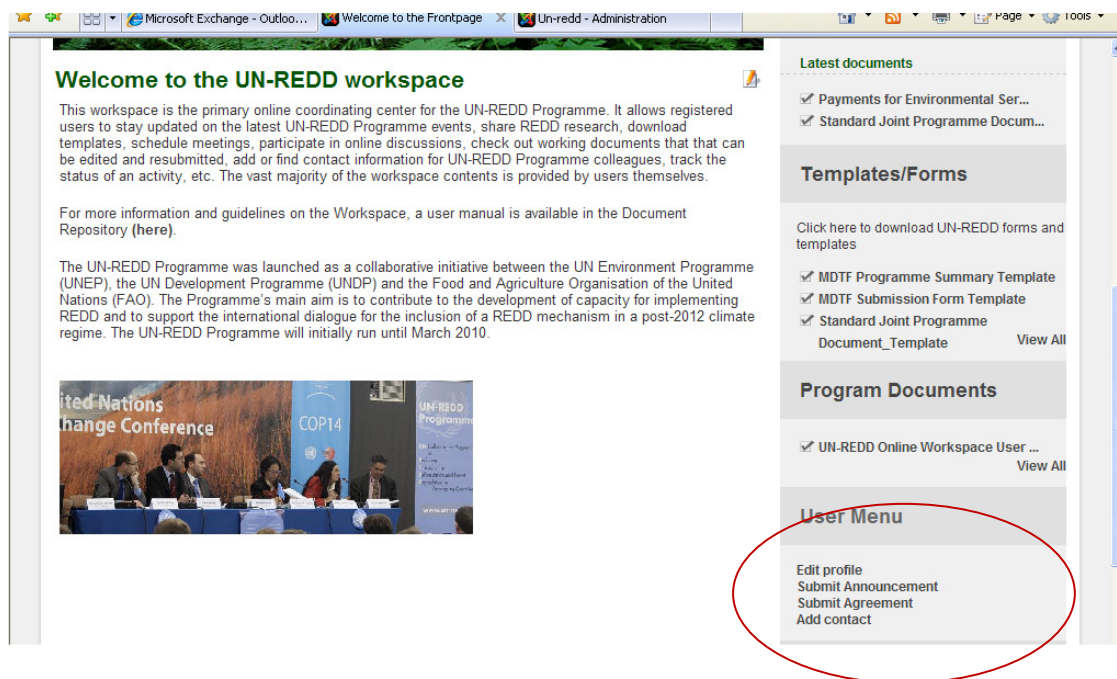
The workspace home page is composed as such:



Using the Workspace - Adding content

Content on the workspace can be edited with four main tools:

1. Throughout the workspace, text can be edited anytime you see the edit icon (). This icon may or may not appear according to the level of your user rights.
2. The SharedDocs, Document Repository and calendar allow users to upload/download documents
3. The user menu in the side bar allows adding new content.



This user menu allows the user to:

- a. Edit the user profile

Clicking on “Edit Details” in the user menu will allow you to change the email address on file, your Workspace password, the language and the time zone.

- b. Submit Announcement

Announcements may appear on the front page (side bar) or in the regions or country pages.

To create an announcement:

- Click on “submit announcement”
- Under Editor: add title and text
- Under Publishing :
 - o under section, select “announcements”

- under category, select “general” for the home page, or a specific region or a country for regional or country announcements
 - Published: select “yes”
 - Show on front page: select “no”
 - Select a start date
 - **Select an end date.** If you fail to do so, the announcement will not appear.
 - Select key words if needed. These will be recognized when searching the workspace
- Click on the Save Button at the top of the page

To modify an existing announcement:

- Click on the header of the announcement
- Click on the edit icon on the far right
- Edit the text
- Press the Save button

c. Submit Agreement

Agreements (e.g. MoU) appear in the side bar of Partners pages.

To upload an agreement, with comments:

- Click on “submit agreement” in the user menu
- Under Editor: add title, upload document, add text as comment if necessary
- Under Publishing:
 - under section, select “Agreements”
 - under category, select the corresponding organization (e.g. CFPF)
 - Published: select “yes” (default)
 - Show on front page: select “no” (default)
 - Select a start date (set by default at the current date)
 - **Select an end date.** If you fail to do so, the Agreement will not appear.
 - Select key words if needed
- Click on the Save Button at the top of the page

Using the Workspace – Features

1. Document Repository

The Document Repository is the repository of approved documents. It currently has 5 folders (each containing sub folders) titled:

- UN-REDD Programme program documents
- REDD research
- Communication materials
- Templates and forms
- Restricted

To upload a document:

Click on “Submit file” and follow the 3 steps. Fill in the information and press submit.

To move a document between folders:

Clicking on the file name and press the “move” button”

To download a document:

Click on the file name and press the Download button.

To temporarily prevent other users from downloading a document:

Press the check-out button. To reauthorize access, press the check-in button

The Search function of the Document Repository searches within the text, the title and the tags provided upon uploading.

Note: The link to the Library may be sent to any person (registered or not as a workspace user) by copying the url address in a browser. The person receiving this link may click on it and access/navigate the Resource Library. This person however will not be able to access the rest of the workspace. This person will not see the contents of the restricted folder, or unpublished documents.

2. Programme Countries

2.1 Opening page

The Programme Countries opening page (see screenshot below) is accessed by clicking on the “Programme Countries” link in the top menu. Accessing each country page directly is possible through the drop-down menus in the top menu.

Region-wide announcements can be added using the “Submit announcement” button in the User Menu (see page 4)

Home | M&V RoadMap | Public UN-REDD | Relevant links | Contacts

UN-REDD Programme On-line Workspace

search (people, topics..)

Home Document Repository Programme Countries Partners Discussion Forum Calendar SharedDocs

Country Programmes

National Joint Programmes in AFRICA

The Democratic Republic of the Congo, Tanzania and Zambia receive assistance through the UN-REDD Programme. Click here to access information on national joint programmes in these three countries.

Click here or here to access the regional page

Africa Announcement

This is the space for Africa regional announcements. Click on the header to modify this text, or, if you are authorized, go to the home page/submit announcement link in the side bar to create a new one.

Regional announcement

National Joint Programmes in ASIA AND THE PACIFIC

Indonesia, Papua New Guinea and Viet Nam receive assistance through the UN-REDD Programme. Click here to access information on the national joint programmes in these three countries.

National Project Documents

No documents...

Templates/Forms

Click here to download UN-REDD forms and templates

- ✓ Joint Programme Budget
- ✓ MDTF Programme Summary Template
- ✓ MDTF Submission Form Template

View All

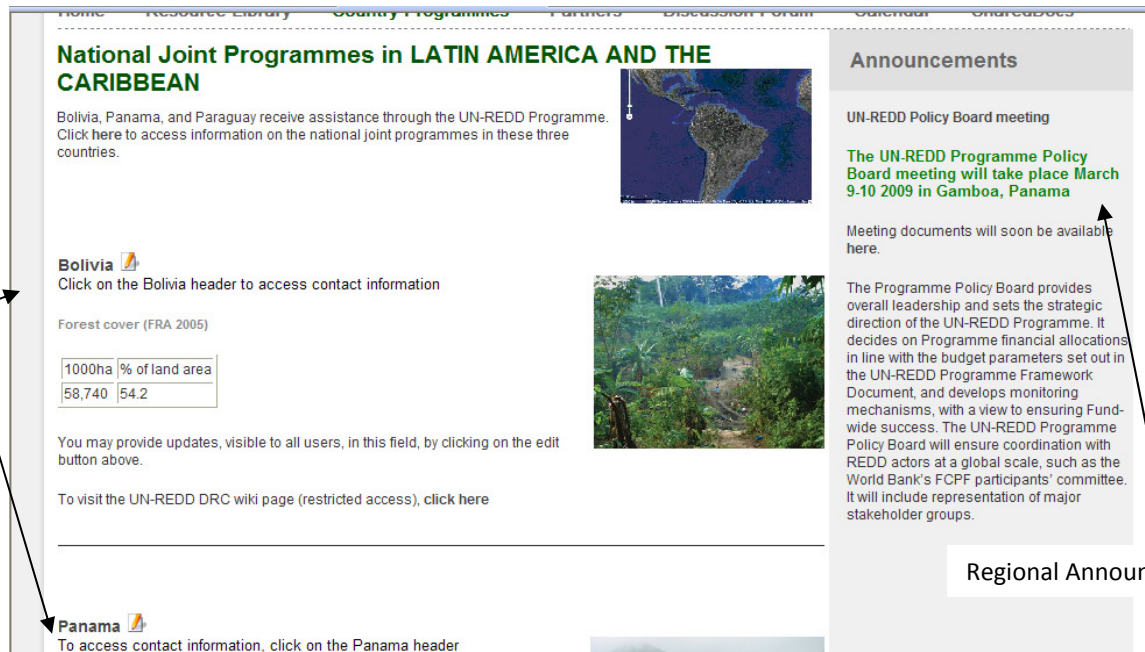
Program Documents

- ✓ Independent Advisory Group on ...
- ✓ UN-REDD_FrameworkDocument

View All

2.2 Regional page

The regional page provides an overview of the National Joint Programmes in the pilot countries

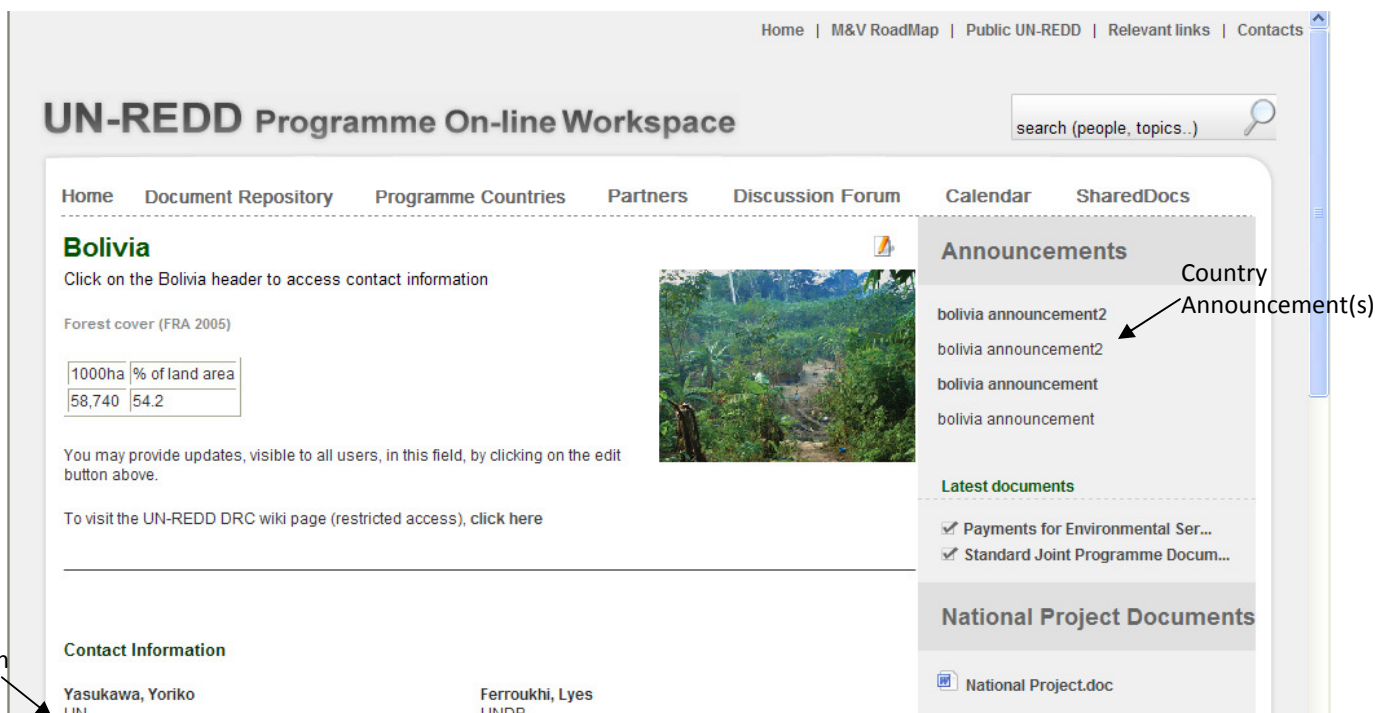


Click on the name of each country to access its page and contact information

Regional Announcement

2.3 Country pages


Each of the nine Programme Countries (as of March 2009: Bolivia, the Democratic Republic of the Congo, Indonesia, Panama, Papua New Guinea, Paraguay, Tanzania, Viet Nam, and Zambia) has its own page. Clicking on each of the country names opens the country page and displays the contact information.



Contact Information

Country Announcement(s)

- General information on the National Joint Programme

This information can be viewed and edited by all workspace users, except Partner Organizations, by clicking on the edit icon ().

- Country announcements

These can be viewed by all users and are editable by the Coordination Group, Secretariat and national counterparts users. Announcements may be added using the “Submit announcement” button in the User menu (see page 4).

- National project documents

These can be uploaded/downloaded for edits using the SharedDocs feature (see section below on SharedDocs)

3. Partners

The Partners page includes, for each partner organization:

FAO - Food and Agriculture Organization of the United Nations

Food and Agriculture Organization of the United Nations
for a world without hunger

FAO - Food and Agriculture Organization of the United Nations 
Click the partner name above to access contact information.

Collaborators Information
Please enter relevant collaborator information

Collaborative Activities
Please enter relevant collaborative activity

Partner Agreements

Agreements overview
Brief update on agreements
 [agreement doc.doc](#) ← Agreement

Templates/Forms


Click here to download UN-REDD forms and templates

- Joint Programme Budget
- MDTF Programme Summary Template
- MDTF Submission Form Template

[View All](#)

Program Documents

3.1 Partners Page Overview

The overview of collaborative activities is editable by all users except government counterparts by clicking on the edit icon (). Contact information is available by clicking on the Partner organization name.

3.2 Partner Agreements updates

This section displays agreements as input through the User menu (see page 5). Documents such as MoU may be downloaded, and a brief overview on the status of the agreement(s) may be added. To add an agreement, see page 5 of this user manual under "Submit Agreement".

4. Discussion Forum

Discussion forums allow members to post queries. The forums are not facilitated (i.e. messages do not go through a facilitator before posting), although this option exists. All posts are final. Guiding headers for the forums include regional/national topics; events; operationalizing REDD; research; and a special “test users” for conversations on the workspace.

Click on the “Help” and “Rules” button for additional details.

The discussion forum can be viewed by and contributed to by all users.

To start a new discussion, read or contribute to an existing one

-Click on the main topic

Click on a topic to respond to a post or start a new thread

UN-REDD Discussion Forum
 "Unless otherwise specified, all workspace users may view and contribute to a forum"

Welcome, Kimberly S Koserowski
[Show Latest Posts](#) | [My Profile](#) | [Logout](#)

Forum	Topics	Replies	Last Post
Regional/National Moderators: admin, coordinationgroup, estella	2	5	by 02/17/2009 07:15
Events Moderators: admin, coordinationgroup, estella	6	2	by 02/16/2009 22:47
Operationalizing UN-REDD Moderators: admin, coordinationgroup, estella	0	0	No Posts
Research Moderators: admin, coordinationgroup, estella	1	0	Emissions from Australian Fires by tclair 02/23/2009 16:46
Testers This is the area to post questions regarding the use of the site.	9	12	Re:Calendar by emfach Yesterday 08:06

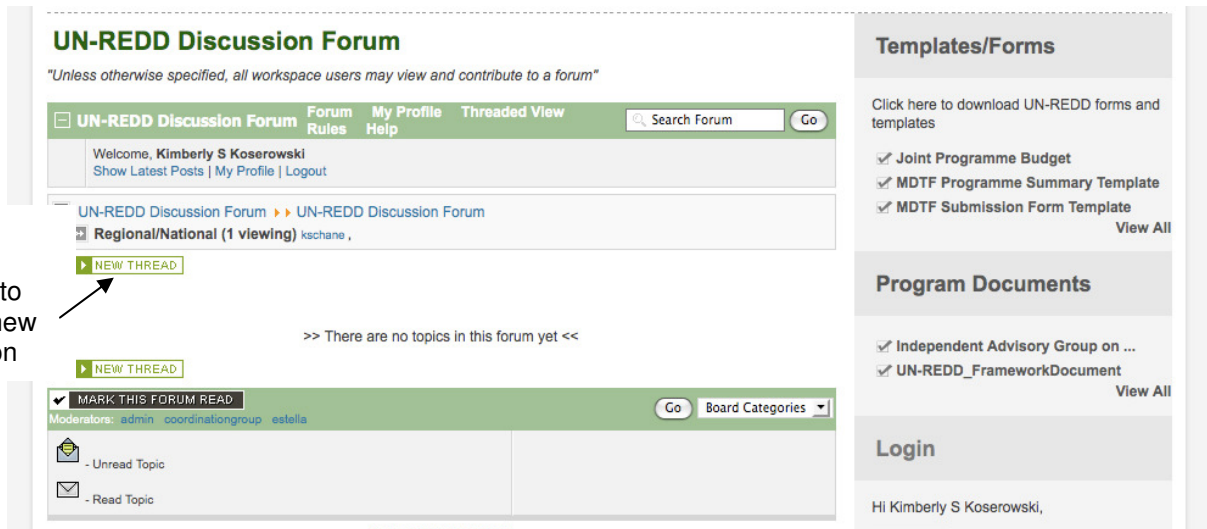
Recent Posts

Topic	Author	Categories	Date	Hits
Online 1 Member and 0 Guest				

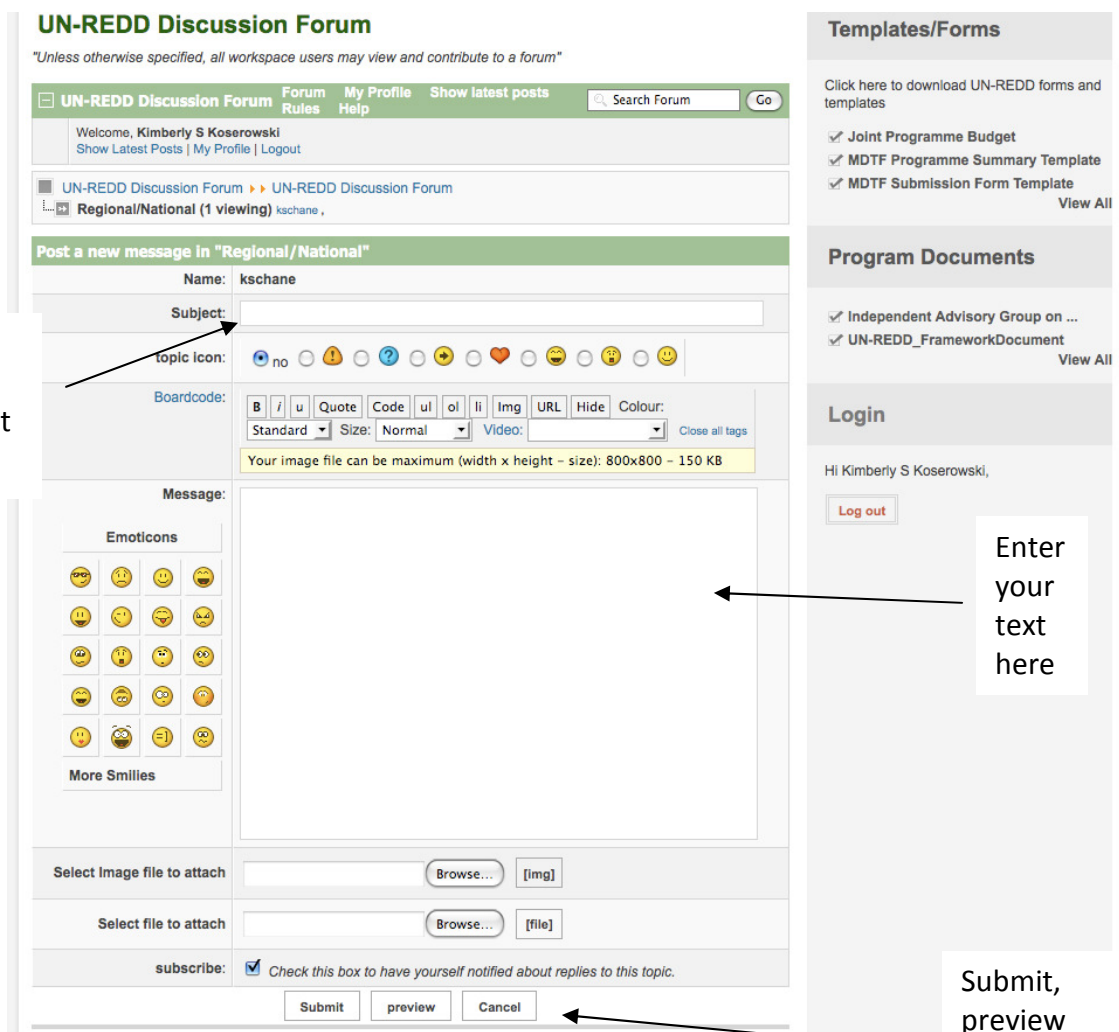
Templates/Forms
 Click here to download UN-REDD forms and templates
 Joint Programme Budget
 MDTF Programme Summary Template
 MDTF Submission Form Template
[View All](#)

Program Documents
 Independent Advisory Group on ...
 UN-REDD_FrameworkDocument
[View All](#)

Login
 Hi Kimberly S Koserowski,



Click on « New Thread» to begin a new discussion



Enter the subject here

Enter your text here

Submit, preview or cancel

Note: all posts are final. The forum moderators are the only ones habilitated to delete a post.

5. Calendar

The calendar allows users to see events, upload/download one meeting document per event and automatically synchronize it with Outlook calendars.

The calendar can be viewed by all users, and modified by the Coordination Group, Secretariat and Regional Technical Advisors only.

Events fall into one of the following categories and are color-coded

UN-REDD Programme Staff leave

UN-REDD Programme conference calls and video conferences

UN-REDD Programme country missions

Relevant REDD meetings

UN-REDD Programme Deadlines

UN-REDD Programme meetings

UN-REDD Programme Special Events.

6. SharedDocs

SharedDocs is a document-sharing feature whose primary function is to allow users to download documents for editing (“checking them out”), and upload them back once modified (“checking them in”). This prevents multiple users from editing the same document at the same time. Documents can be browsed or searched according to tags created by users upon uploading.

To use SharedDocs:

1) Uploading a new document

_Click on “Browse Documents” in the green upper bar

_Click on the “Upload Document” orange button

_Select the folder (and sub folder if appropriate) you wish to upload it into, and follow guidelines for uploading

2) Downloading a document (if you wish to view it only- to edit it, see 3))

_Locate the document by clicking on the “Browse document” link in the green upper bar

_Click on the document name

_Click “the Download Document” orange button

_Open or save in your files

3) View version history: this allows you to see the different versions as modified by different users. Although using track changes is preferable, it allows comparing different versions should a user omit to do so.

4) View transaction history: this allows you to view who has first uploaded the document and who has edited it.

National project documents must be filed in each of the corresponding country folder. Other folders include “International Support Functions” and “Position Papers”. The latest version of the National Project Documents appears automatically on the corresponding country page:

Home Document Repository Programme Countries Partners Discussion Forum Calendar SharedDocs

Tanzania

Click on the Tanzania Header to access contact information

Forest Cover (FRA 2005)

1000ha	% of land area
35,257	39.9

You may provide updates, visible to all users, in this field.

To visit the UN-REDD DRC wiki page (restricted access), click here

Contact Information

Fernandez Taranco, Oscar UN Resident Coordinator Tanzania oscar.fernandez.taranco@undp.org	Noudehou, Alain UNDP Country Director Tanzania alain.noudehou@undp.org
Hagelberg, Niklas UNEP	Jorgensen, Ivar Dar el Salaam Tanzania

Announcements

Latest documents

- ✓ Payments for Environmental Ser...
- ✓ Standard Joint Programme Docum...

National Project Documents

[Draft_JointNationalProgrammeDo...](#) [View all](#)

Templates/Forms

Click here to download UN-REDD forms and

These are the national project documents that have been uploaded into the SharedDocs section for Tanzania. .

Clicking « View all » will take you to the specific country folder within the SharedDocs section

Note : cache problems.

Depending on your browser configuration and system, you may experience problems accessing the SharedDocs feature. If by clicking on the SharedDocs link you are directed to a secondary log-in window, please follow the steps of the temporary fix below to access the SharedDocs feature:


1. Click on SharedDocs
2. The secondary window appears asking you to log in, so log in again with your username and password
3. In this secondary window, **right click** on the SharedDocs link and select the option to open the page in a new window.
4. This new window, which may take a few seconds to load, should now display a normal view of SharedDocs (Characterized by orange boxes). Bookmark this new window in your favorites, and close it.
5. Click on “Home” in the primary workspace window, and click on SharedDocs. It should now automatically remember the proper page.

Please note that this issue is being investigated.

7. Top Menu

The top menu contains, from left to right:

1. Link to the home page
2. Link to the Monitoring and Verification M&V Roadmap web site
3. Link to the Public UN-REDD site
4. Relevant Links:

Under this link are list of websites of interest on REDD. You may edit these links or add new ones by clicking on the edit icon .

5. Contacts

This link contains all contacts relevant to the UN-REDD Programme. The list is divided into two categories, i.e. Workspace members and non-members. Each of the categories has sub-categories corresponding to countries or agencies. Please note that some, but not all, of these contacts are also found under the corresponding country and Partners page.

Using the Workspace – Feedback

This workspace was developed by Kimberly Koserowski at First Kiss Creative under the guidance of the UN-REDD Programme.

Please report all questions, feedback and comments to Estelle Fach (estelle.fach@undp.org) or Elspeth Halverson (elspeth.halverson@undp.org)

This workspace is yours! We hope you will enjoy using and populating it.

Annex 1: Table of User Rights

E: can view and edit

V: can view but cannot edit

X: cannot view nor edit

Location	Feature	Function	Coordination Group and Secretariat	Regional Technical Advisor	National Counterpart	Partner Organization
Joomla panel	New users and user rights	Add new user/edit user rights	E	X	X	X
Home page	Text on home page		E	V	V	V
	General Announcement		E	V	V	V
	Latest events	Automatically updated through the calendar function				
	Latest Documents	Automatically updated from the Document Repository				
	Templates and forms					
	Program Documents					
Main menu	Resource Library	Submit and download documents	E	E	E	E
	Country Programme	General	E	E	E	V
		Regional and country-specific announcements	E	E	E	V
	Partners page	General (contact info, collaborative activities)	E	E	V	E
		Agreement	E	E	V	E
	Discussion Forum		E	E	E	E
	Calendar		E	E	V	V
	SharedDocs	Check in/check out	E	E	V	V
Top bar	Relevant links		E	E	E	E
	M&V Road map		V	V	V	V
	Public UN-REDD site		V	V	V	V
	Contacts		E	E	V	V