

UNPAN CONTENT DISTRIBUTION TRAINING

How to create an event on UNPAN:

Note: Prior to starting the creation of an event you must have the following information available:

- **Title** of the event
- **Start date** of the event
- **End date** of the event
- **Thematic Focus** of the event
- **Venue** of the event
- **Country location** of the event
- **Created by** (As you are DPADM staff created by will be always be DPADM/UNDESA)
- **Organizer** of the event (Organization)
- **Website** (External website e.g. www.un-gaid.org or another UNPAN Page e.g. www.unpan.org/unpsa)
- **Background/Summary** of the event (**See fig 1 for example**)
- Additional Documents e.g. Aide Mémoire, Programme

1) Login to UNPAN (www.unpan.org)

The screenshot shows the UNPAN website homepage. At the top left is the UNPAN logo and the text "United Nations Public Administration Network". To the right is a world map with regional labels: Global, North America, Arab States, Europe, Asia & Pacific, Latin America & Caribbean, and Africa. Below the map is a navigation menu with links: Home, Regions, E-Learning, News, Library, Events, Directories, Blog, and Contact Us. The main content area features a "News Updates from Division for Public Administration and Development Management (DPADM/UNDESA)" section with a "Promises of the Members of the UN Committee of Experts on Public Administration 2010-2013" announcement and a "Please click here" link. To the right is a "UNPAN Quick Poll" titled "1. What is the most effective way in which ICT can improve governance in post-conflict settings?". The poll results are: "by increasing efficiency & quality of service (22)" at 28%, "by increasing transparency (25)" at 31%, "by improving inter-agency dialogue (16)" at 20%, and "by enhancing inclusiveness (17)" at 21%. Below the poll is a row of photos of people. At the bottom of the main content area, a blue banner states: "UNPAN is a global networking tool that connects relevant international, regional, subregional, and national institutions worldwide for the promotion of better public administration." Below this is a search bar and "Register" and "Login" buttons. The footer includes "ASIA AND THE PACIFIC" and "03 November 2009", a news item titled "The Latest Issue of Governance Asia-Pacific Watch Released" with a brief description, and a "Follow UNPAN on:" section with icons for Facebook, YouTube, Twitter, LinkedIn, and RSS.

Step 1
Login

2) Go to “Home”

**Step 2
Go to
Home**

United Nations
Public Administration Network

Home Regions E-Learning News Library Events Directories Blog Forum Contact Us U-Admin

About UNPAN
UNPAN Coordinator (DPADM)
UNPAN Members
UNPAN Newsletter
UNPAN User's Survey
UNPAN CMS
UNPAN Portal Guide
FAQs
DPADM Intranet
My UNPAN
RSS feeds
Contact Us

UNPAN Quick Poll

1. What is the most effective way in which ICT can improve governance in post-conflict settings?

by increasing efficiency & quality of service (22)	28%
by increasing transparency (25)	31%
by improving inter-agency dialogue (16)	20%
by enhancing inclusiveness (17)	21%

View Survey

UNPAN is a global networking tool that connects relevant international, regional, subregional, and national institutions worldwide for the promotion of better public administration.

search Candace Hosang | Logout

ASIA AND THE PACIFIC 03 November 2009

The Latest Issue of Governance Asia-Pacific Watch Released

Follow UNPAN on:

3) i. Click on UNPAN CMS.

**Step 3.i.
Click
UNPAN
CMS**

United Nations
Public Administration Network

Home Regions E-Learning News Library Events Directories Blog Forum Contact Us U-Admin

About UNPAN
UNPAN Coordinator (DPADM)
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UNPAN Quick Poll

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search Candace Hosang | Logout

ASIA AND THE PACIFIC 03 November 2009

The Latest Issue of Governance Asia-Pacific Watch Released

Follow UNPAN on:

ii. Click on submit events, then click on the appropriate region.

My UNPAN
 RSS feeds
 Contact Us
 → Regions
 → E-Learning
 → News
 → Library
 → Events
 → Directories
 → Blog
 → Forum
 → Contact Us
 → U-Admin
 → Admin

Please view the [UNPAN Guide \(Draft\)](#) to learn more about technical aspects of UNPAN.

- + [Submit Announcement](#)
- + [Submit News](#)
- + [Search Document](#)
- + [Submit Document](#)
- [Submit Events](#)

Step 3
Click on Submit Events

UNPAN Events module is used in order to share latest conferences and training workshops on public administration between UNPAN Partners and to disseminate information to the worldwide public administration community. Please choose your region below and start submitting events. The event will be visible on the homepage of your region after it is processed.

[Add Event Venue](#)

- [Global](#)
- [Africa](#)
- [Arab States](#)
- [Asia and the Pacific](#)
- [Europe](#)
- [Latin America and the Caribbean](#)
- [North America](#)

Step 3 continued
Click appropriate region

- + [Submit Resource](#)
- + [Register Contact](#)

[top]

- 4) Enter the **Title** of the event in the field.
- 5) Enter the **Start** and **End Date** of the event in the field.
- 6) Check/Tick all focus areas relevant to the event.
- 7) Enter venue and choose the country from the drop down menu

United Nations
 UNPAN
 Public Administration Network

Home Regions E-Learning News Library Events Directories Blog Forum Contact Us U-Admin Admin

search Candace Hosang | Logout

→ Home
 → Regions
 → E-Learning
 → News
 → Library
 → Events
 → Directories
 → Blog
 → Forum
 → Contact Us
 → U-Admin
 → Admin

▣ Add/Edit Event

Event Title: **Step 4**

Start Date: **Step 5** 11/5/2009

End Date: 11/5/2009

Focus: **Step 6**

- Public Policy Development
- Institutional Development in Public Sector
- Human Resource Management and Development
- Technology and Innovation in Public Administration
- Finance and Budgeting in Public Administration

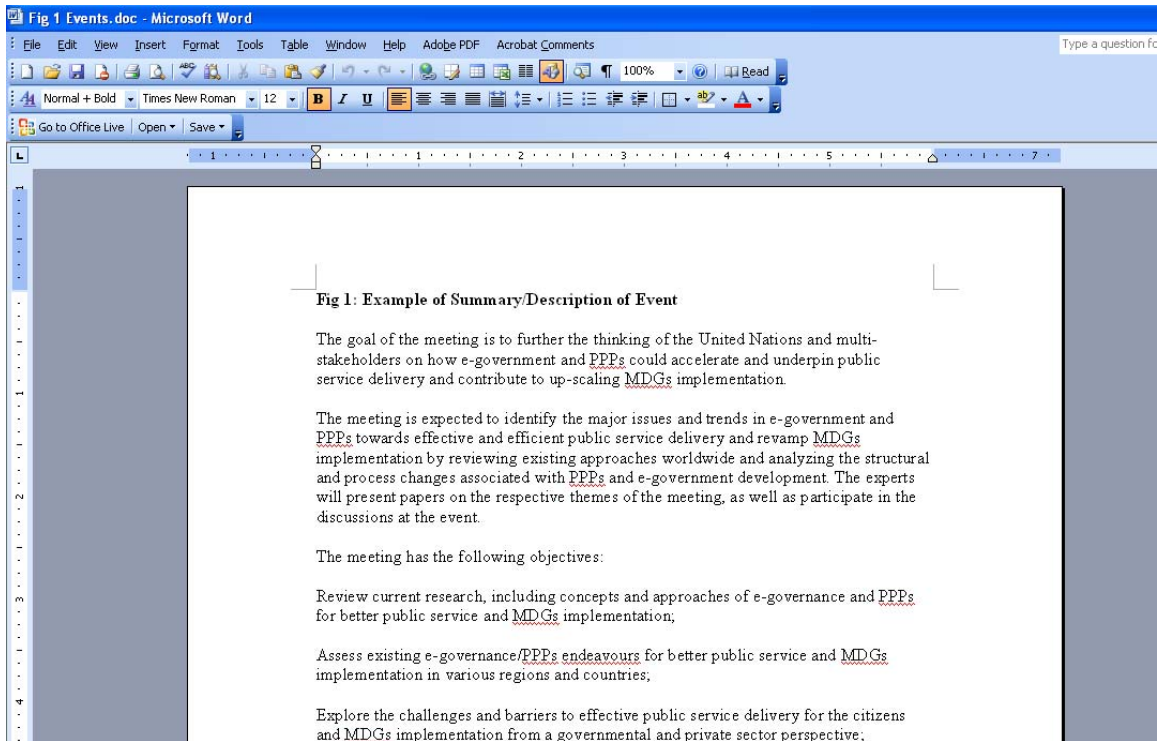
Venue: **Step 7**

Country:

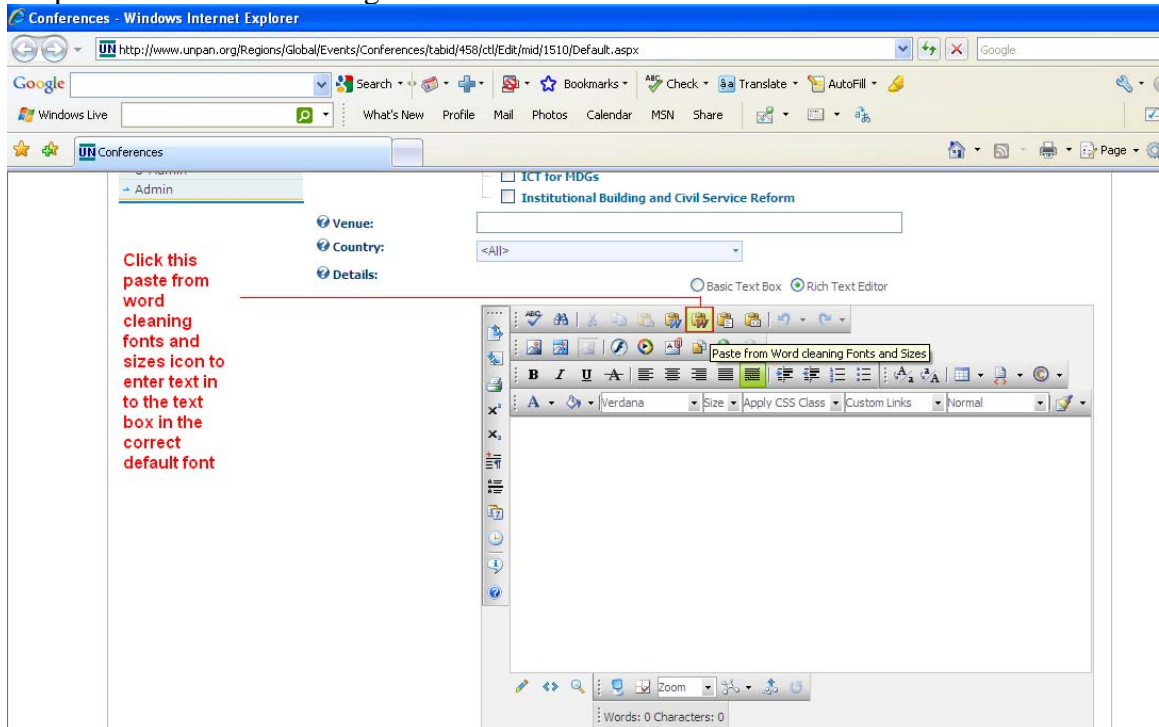
Details: Basic Text Box Rich Text Editor

Rich Text Editor toolbar: ABC, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Font Name, Size, Apply CSS Class, Custom Links, Normal

- 8) Enter description of the event in **Details Box**
- Open word document with summary/description of event



- 9) Copy description for the event from your word doc paste it in the text box by clicking the paste from word cleaning fonts and sizes icon as seen below.

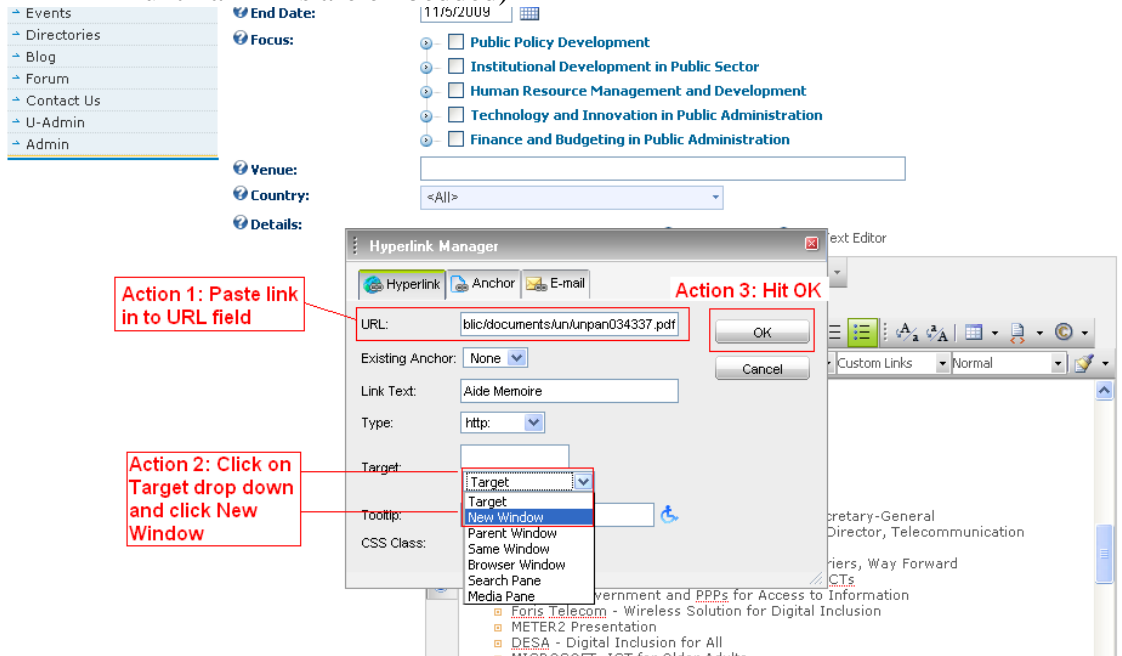


10) Ensure that the text in the details box is well formatted. i.e. bold sub-headings where necessary, add bullets for lists, embed links where necessary

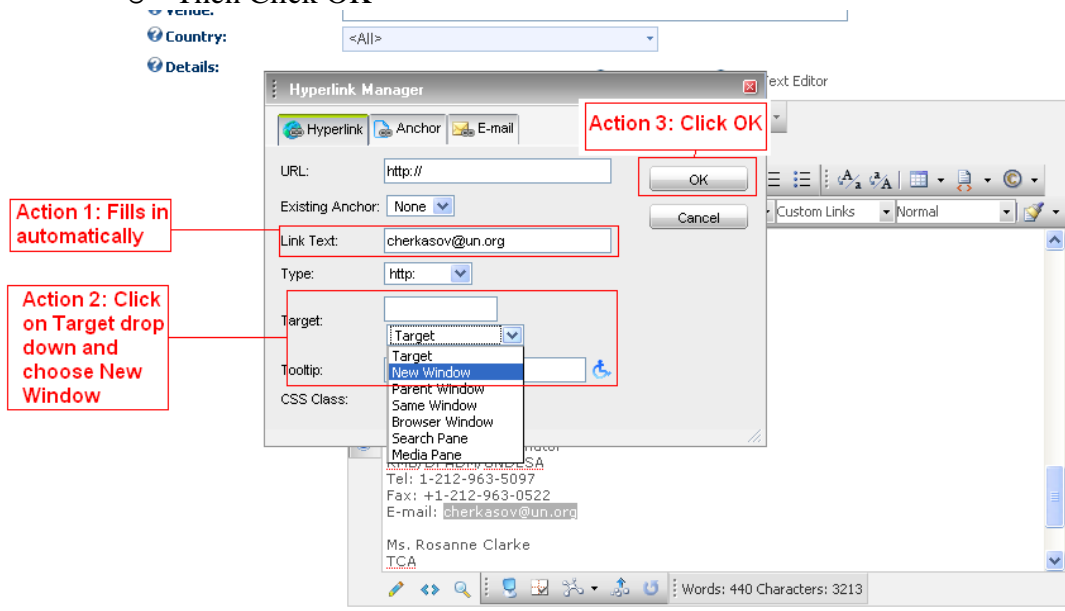
- To embed a link do the following
- Open word doc where you have stored the links for your documents
- On the event creation page in the details box highlight the title of the document you would like users to click to see
- Once highlighted **click the hyperlink manager** button in the tool bar of the details box

The screenshot displays a web-based event creation interface. On the left, a sidebar contains navigation links: Events, Directories, Blog, Forum, Contact Us, U-Admin, and Admin. The main content area is divided into sections for 'End Date' (11/5/2009), 'Focus' (with radio buttons for Public Policy Development, Institutional Development in Public Sector, Human Resource Management and Development, Technology and Innovation in Public Administration, and Finance and Budgeting in Public Administration), 'Venue', 'Country' (set to <All>), and 'Details'. Below these fields, there are radio buttons for 'Basic Text Box' and 'Rich Text Editor'. The 'Rich Text Editor' is active, showing a toolbar with various text formatting options and a 'Hyperlink Manager (CTRL+K)' button. A 'Documents' panel is open, listing several documents, with 'Aide Memoire' highlighted in a red box.

- Go to your word doc with your list of links and copy the relevant link and paste it in to the URL field in the hyperlink manager box (Continue this step until all links are embedded)



- Ensure all emails for contact persons are hyperlinked
 - o To do this highlight the email address
 - o Click on Hyperlink Manager in the tool bar
 - o Choose from the Target drop down New Window
 - o Then Click OK



- Once the presentation of your event details are satisfactory move on to the next step.

11) Fill in the **Created by** Field

- To do this start typing DPADM and it will populate the field with the correct selection
- Choose DPADM/UNDESA

Details:

Basic Text Box Rich Text Editor

Senior Economic Affairs Officer
KMB/DPADM/UNDESA
Tel: +1-212-963-7565
Fax: +1-212-963-0522
E-mail: mimicopoulos@un.org

None
DPADM / UNDESA

Created By: DPADM / UNDESA

Website:

Organizers:

Participation Requirements: Open

Update Cancel

12) Website

- Copy and Paste an external website for your event in the website field

Action 1: Copy and paste URL for the event here. This URL can be an external website eg. www.un-gaidd.org or another page on UNPAN

Created By: DPADM / UNDESA

Website: <http://www.itu.int/wsis/implementation/2009/forum/geneva/index.html>

Organizers:

Participation Requirements: Open

Update Cancel

13) Organizers

Action 1: Type the names of the Organizers in this field. This should be organization not individuals

Created By: DPADM / UNDESA

Website: <http://www.itu.int/wsis/implementation/2009/forum/geneva/index.html>

Organizers: DPADM/UNDESA and UNDP

Participation Requirements: Open

Update Cancel

14) Participation requirements

- Choose from the participation drop down menu either **open** or **by invitation**

Created By: DPADM / UNDESA

Website: <http://www.itu.int/wsis/implementation/2009/forum/geneva/index.html>

Organizers: UNDESA

Participation Requirements: Open

Open
By Invitation

 Update  Cancel

15) After you have checked your inputs, click update to submit your event.

Created By: DPADM / UNDESA

Website: <http://www.itu.int/wsis/implementation/2009/forum/geneva/index.html>

Organizers: UNDESA

Participation Requirements: Open



 Update 

Fig 1: Example of Summary/Description of Event

The goal of the meeting is to further the thinking of the United Nations and multi-stakeholders on how e-government and PPPs could accelerate and underpin public service delivery and contribute to up-scaling MDGs implementation.

The meeting is expected to identify the major issues and trends in e-government and PPPs towards effective and efficient public service delivery and revamp MDGs implementation by reviewing existing approaches worldwide and analyzing the structural and process changes associated with PPPs and e-government development. The experts will present papers on the respective themes of the meeting, as well as participate in the discussions at the event.

The meeting has the following objectives:

Review current research, including concepts and approaches of e-governance and PPPs for better public service and MDGs implementation;

Assess existing e-governance/PPPs endeavours for better public service and MDGs implementation in various regions and countries;

Explore the challenges and barriers to effective public service delivery for the citizens and MDGs implementation from a governmental and private sector perspective;

Map innovative approaches, best practices and lessons learned of e-governance/PPPs engagement for better public service and MDGs implementation and explore reasons for their success and failure.

The agenda will include the plenary and four thematic sessions over the two days on selected topics on e-government and PPPs. Each session will include presentations followed by general discussions. Thematic areas for presentation include the following:

Plenary Session: E-government, PPPs, the MDGs, and the new economic reality

Session I: E-government and PPPs for access to information and benefits of ICTs for all

Session II: E-government and PPPs for delivering e-services

Session III: E-government and PPPs : country best practices and lessons learned

Session IV: E-government and PPPs: challenges/barriers and way forward

Documents

Aide Memoire
Agenda
List of Participants
Participant Evaluation

Presentations

Statement of Dr. Hamadoun I. Touré, ITU Secretary-General

Chairman Remarks of Dr. Yury Grin, Deputy Director, Telecommunication Development Bureau of ITU

CBS - e-Government & PPPs Challenges, Barriers, Way Forward

Center for e-Government - MDGs, PPPs and ICTs

CTO – e-Government and PPPs for Access to Information

Foris Telecom - Wireless Solution for Digital Inclusion

METER2 Presentation

DESA - Digital Inclusion for All

MICROSOFT- ICT for Older Adults

OCCAM - e-Government and e-Services for Rural Development

Italy - Digital Administration Code

Italy - Digital Administration Code

Trinidad and Tobago - e-Government and PPPs - A Case for Optimism

Egypt - Partnership for Education

Russia - e-Government and PPPs - Lessons Learnt

Uganda - e-Government and PPPs - Country Experience

Romania – e-Government and PPPs for Delivery of e-Services

Millennium Alliance Portal

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Fig 2: List of links to connect documents to events

Stellent Links for Documents

Aide Memoire

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan034337.pdf>

Agenda

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan034868.pdf>

List of Participants

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035403.pdf>

Participant Evaluation

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035401.pdf>

Statement of Dr. Hamadoun I. Touré, ITU Secretary-General

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035424.pdf>

Chairman Remarks of Dr. Yury Grin, Deputy Director, Telecommunication Development Bureau of ITU

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035425.pdf>

CBS - e-Government & PPPs Challenges, Barriers, Way Forward

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035404.pdf>

Center for e-Government - MDGs, PPPs and ICTs

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035405.pdf>

CTO – e-Government and PPPs for Access to Information

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035406.pdf>

Foris Telecom - Wireless Solution for Digital Inclusion

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035408.pdf>

METER2 Presentation

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035412.pdf>

DESA - Digital Inclusion for All

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035985.pdf>

MICROSOFT- ICT for Older Adults

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035415.pdf>

OCCAM - e-Government and e-Services for Rural Development

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035417.pdf>

Italy - Digital Administration Code

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035409.pdf>

Italy - Digital Administration Code

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035410.pdf>

Trinidad and Tobago - e-Government and PPPs - A Case for Optimism

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035419.pdf>

Egypt - Partnership for Education

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035426.pdf>

Russia - e-Government and PPPs - Lessons Learnt

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035418.pdf>

Uganda - e-Government and PPPs - Country Experience

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035420.pdf>

Romania – e-Government and PPPs for Delivery of e-Services

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035421.pdf>

Millennium Alliance Portal

<http://unpan1.un.org/intradoc/groups/public/documents/un/unpan035422.pdf>