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)
2) Go to “Home”

3) i. Click on UNPAN CMS.

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

- To do this highlight the email address
- Click on Hyperlink Manager in the tool bar
- Choose from the Target drop down New Window
- 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

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

13) Organizers
   - Type the names of the organizers in this field. This should be organization not individuals
14) Participation requirements
   - Choose from the participation drop down menu either **open** or **by invitation**

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

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Fig 2: List of links to connect documents to events

Stellent Links for Documents

Aide Memoire

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