



# capacity4dev.eu

**Connecting the Development Community**

## **Tips and Tricks**

### **The new ALFA group structure**

**Evento de Coordinación ALFA III  
Managua, 22-24 abril 2013**

**Anna Lucia Pinto EuropeAid G-2**



# **capacity4dev.eu: European Commission's Knowledge Sharing Platform on Development and Cooperation**

**Capacity4dev.eu = Capacity Development through Knowledge Sharing!**

## **4 pillars :**

- 1. Consolidate knowledge and build Institutional Memory**
- 2. Support Thematic Expertise, bridge the silos, Support good practice and innovation exchange/ help identify specialists**
- 3. Enable cross-learning among practitioners from EC, EEAS, MS, Donors, International Organisations, private sector, CSOs, Governments, Academia...**
- 4. Consolidate multiple knowledge sharing tools and communities of practice around a common environment**



European  
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# Tips for working in the Alfa Coordination group



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Connecting the Development Community

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## PRIVATE GROUP: ALFA Coordination

Group created on January 3 2012

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ALFA is a programme of co-operation between Higher Education Institutions of the European Union and Latin America. ALFA III retains the original objective of the previous phases of the ALFA Programme, that is, to promote Higher Education in Latin America as a means to contribute to the economic and social development of the region.



...  
Group owner: [Pinto Anna Lucia](#). Group moderator(s): [Calvo Matias](#), [Raccanello Livia](#), [Jacquart Pauline](#)

50 blog posts, 48 documents, 55 events, 3 surveys, 0 projects, 0 tasks, 0 e-meetings, 83 members ([show more statistics](#))

 [BLOG](#) [LIBRARY](#) [31 EVENTS](#) [SURVEYS](#) [PROJECTS](#) [E-MEETINGS](#)

 [MEMBERS](#)

# Write a blog post: why, what?

- A blog post has **2 purposes**:
  - Share information that can be useful to other group members (own information or produced by others)
  - Start a discussion on an interesting topics with other group members or the EC (questions, comments)
- In a blog post you can combine text, photos, videos, hyperlinks, tables.
- You can also attach supporting documents to a blog post (**documents attached to a blog post will automatically be posted in the library**)

## Write a blog post: how?

- When **writing** a blog post, **keep in mind:**
  - A clear title is always key. It is the first selection criteria for potential readers.
  - Make it easy to understand the purpose of the post.
  - What you want to achieve: start a discussion or pass information. Adapt your tone accordingly
- When using **videos and pictures** always state:
  - when and where it was taken
  - Who is to be seen
  - Why the video / picture is worth watching (in your opinion)

# Library

## How do I share my documents? 1/4

- Documents alone (not attached to any post) are to be uploaded directly in the group's library.
- **Before uploading** you should:
  - ✓ Make a **quick check** to see if the document has already been shared by others (avoid duplication)
  - ✓ Gather a few **information** to be used in the description field so that others can understand why this document is interesting for them
  - ✓ Define the **scope** of the document (thematic, year of publication, geographical relevance, type of document)

# How do I share my documents? 2/4

## 🔒 PRIVATE GROUP: ALFA Coordination



### Create Document

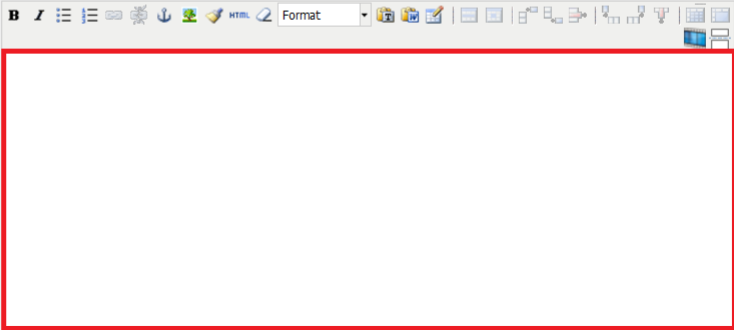
*Note: required fields are marked with an asterisk\**

**Title: \***

**File: \***

Maximum file size: 32 MB  
Allowed extensions: txt pdf doc docx xls xlsx ppt pdtx odt ods odp odg jpeg gif png ppt pptx vsd zip pps

**Description:**



Path:

Work on the title:  
clear, informative,  
attractive, short

**The description is key**  
Why should people take  
5 minutes to read this  
document? What is its  
added value? What is the  
most important part that  
everybody should be  
aware of?

# How do I share my documents? 3/4

## ▼ Vocabularies

Select one or more categories that apply.

### Thematic

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Cambio climático                         | <input type="checkbox"/> Las IES actores del desarrollo socio-eco | <input type="checkbox"/> Nuevas tecnologías |
| <input type="checkbox"/> E-learning                               | <input type="checkbox"/> Medio Ambiente                           | <input type="checkbox"/> PYMES              |
| <input checked="" type="checkbox"/> Fortalecimiento institucional | <input type="checkbox"/> Mercado laboral                          | <input type="checkbox"/> Salud Pública      |
| <input type="checkbox"/> Hacia una universidad más inclusiva      | <input type="checkbox"/> Metodologías pedagógicas                 |   |
| <input type="checkbox"/> Innovación                               | <input type="checkbox"/> Modernización curricular                 |   |

### Geographical

- |                                     |  |                                    |
|-------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Argentina  | <input checked="" type="checkbox"/> Cuba | <input type="checkbox"/> Nicaragua |
| <input type="checkbox"/> Bolivia    | <input type="checkbox"/> Ecuador         | <input type="checkbox"/> Panama    |
| <input type="checkbox"/> Brasile    | <input type="checkbox"/> El Salvador     | <input type="checkbox"/> Paraguay  |
| <input type="checkbox"/> Chile      | <input type="checkbox"/> Guatemala       | <input type="checkbox"/> Peru      |
| <input type="checkbox"/> Colombia   | <input type="checkbox"/> Honduras        | <input type="checkbox"/> Uruguay   |
| <input type="checkbox"/> Costa Rica | <input type="checkbox"/> Mexico          | <input type="checkbox"/> Venezuela |

### Type of document

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Call for papers              | <input type="checkbox"/> International events             | <input type="checkbox"/> Project meetings           |
| <input checked="" type="checkbox"/> Guidelines/ Guías | <input type="checkbox"/> Material de Formacion            | <input type="checkbox"/> Templates: Reporting to EC |
| <input type="checkbox"/> Informes                     | <input type="checkbox"/> Newsletters/ Boletín informativo | <input type="checkbox"/> Terminos de Referencia     |

### Date

- |                               |                               |  |
|-------------------------------|-------------------------------|--|
| <input type="checkbox"/> 2011 | <input type="checkbox"/> 2012 | <input checked="" type="checkbox"/> 2013 |
|-------------------------------|-------------------------------|--|

### Language

- |                                  |   |
|----------------------------------|---|
| <input type="checkbox"/> English | <input checked="" type="checkbox"/> Español |
|----------------------------------|---|

This part is where the metadata on the documents are entered.

They will be used to retrieve the documents when you look for them in the library.

We have been working on the categories, please use them!

Just tick the boxes corresponding to your document

## Please note

Thematic categories are based on project affinities (yesterday's workshop)

Categories are also to be used for Blog posts, events and projects

Categories go before tags!  
Use tags only if really necessary  
(only if no category fits)

# How do I share my documents? 4/4

## Do

- Add a picture or video to the description of the document if it is directly explaining the document
- Tick several boxes if several categories apply to a single document
- Remember that whenever a document is attached to a blog post, event or project, it is also to be found in the library.

## Don't

- Use the description field of a document like a "blog" post.
- Use the library to publish videos. You should use the blog instead and give some background info
- Use tags (only if needed)
- Upload without checking if the document has already been shared

## Events

- This part of the group is the most actively used as events are major outputs of the ALFA projects
- To structure the information, have a look at these best practices:
  - Public group on fragility
  - Public group on Technical Cooperation and CD

## Projects?








*The project tool is integrated in each group on capacity4dev*

*A space where the development practitioners can :*

- **share with their peers best practices, experiences and lessons learned in the context of the implementation of this project,**
- **document technical problems, field visits, workshops,**
- **and provide pedagogical and didactical information.**



# PUBLIC GROUP: Food & Nutrition Security - ROSA

-  [BLOG](#)
-  [LIBRARY](#)
-  [EVENTS](#)
-  [SURVEYS](#)
-  **PROJECTS**
-  [E-MEETINGS](#)
-  [MEMBERS](#)

## BROWSE PROJECTS

## PROJECTS (5 IN TOTAL)

- Open projects**
- Tasks
- Closed projects

### Thematic

- [Social Transfers And Access To Food \(2\)](#)
- [Food Crisis \(1\)](#)
- [Food Security Governance \(3\)](#)
- [Climate Change \(1\)](#)
- [Agriculture \(2\)](#)
- [Nutrition \(1\)](#)

Sorted by: [Created date](#) | [Title](#)

### **Konso culture, best practices and promotion**

Status: **Ongoing**

Submitted by [Coordination Team](#) on Tue, 26/02/2013 - 01:00

CRIS contract number: 2010/249021

Instrument:

0% complete



The project has 2 tasks: 2 Ongoing.

Categories:

Thematic: [Food Security Governance](#), [Social Transfers And Access To Food](#); Date: 2010, 2011, 2012; Language: EN; [Read More](#)

### Date

- [2009 \(2\)](#)
- [2010 \(4\)](#)
- [2011 \(5\)](#)
- [2012 \(4\)](#)
- [2013 \(1\)](#)

### **Productive Safety Net Programme (PSNP) of Ethiopia**

Status: **Ongoing**

Submitted by [Coordination Team](#) on Tue, 26/02/2013 - 01:00

**CRIS decision Number**: 2008/20930 **Budget**: EUR 58,000,000

CRIS decision Number:

0% complete



### Language

- [EN \(5\)](#)

# Why use the project functionality?

*It creates a dedicated place in the group where all the information on YOUR project can be retrieved,*

*It structures the information in the group and makes it easier to find and understand,*

*It enhances the visibility of your project (the project description is "your homepage"),*

*Updates are always at the right place (no more questioning about where to post something),*

*You can as usual share pictures, videos, links and documents directly from the project.*



***You want to start reporting on your project?***

# Alfa coordination group: Private or not?

## Advantages of being public

- Enhanced visibility : everything is completely visible to the public, searchable by search engines
- Wider dissemination of project activities
- It is easier to access

## What will change:

- We are no more invisible
- More careful with the content shared (copyright / confidentiality issues)
- Membership requests can come from people outside the network. How should we deal with that?



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## PUBLIC GROUP: capacity4dev.eu Help and Guidance

Group created on December 14 2011

[Show more details](#)

The place where all support material and user guides will be posted over time.

This is also the place for capacity4dev.eu members to ask questions on the way to use the site

We will try to respond asap

The capacity4dev Team

...

Group owner: [Korakas Christoforos](#). Group moderator(s): [Mugerin Coralie](#), [Riembault Paul](#)



20 blog posts, 11 documents, 2 events, 0 surveys, 0 projects, 0 tasks, 0 e-meetings, 60 members



BLOG



LIBRARY



EVENTS



SURVEYS



PROJECTS



E-MEETINGS



MEMBERS

### GROUP HIGHLIGHTS

#### Blog

[What is capacity4dev: Watch the video!](#)

Submitted by [Riembault Paul](#) on Mon, 11/03/2013 - 19:51

This is the video which was presented at EuropeAid days to Heads of Cooperation and Heads of Finance and Contracts of EU Delegations on 5th March...

[Forgot your password or just want to change it ? read](#)

### Join this group and participate

Registering on capacity4dev.eu enables you to create or join a group, enabling you to collaborate with peers.

[BECOME A MEMBER](#)

or [SIGN IN](#)

### RELATED ARTICLES