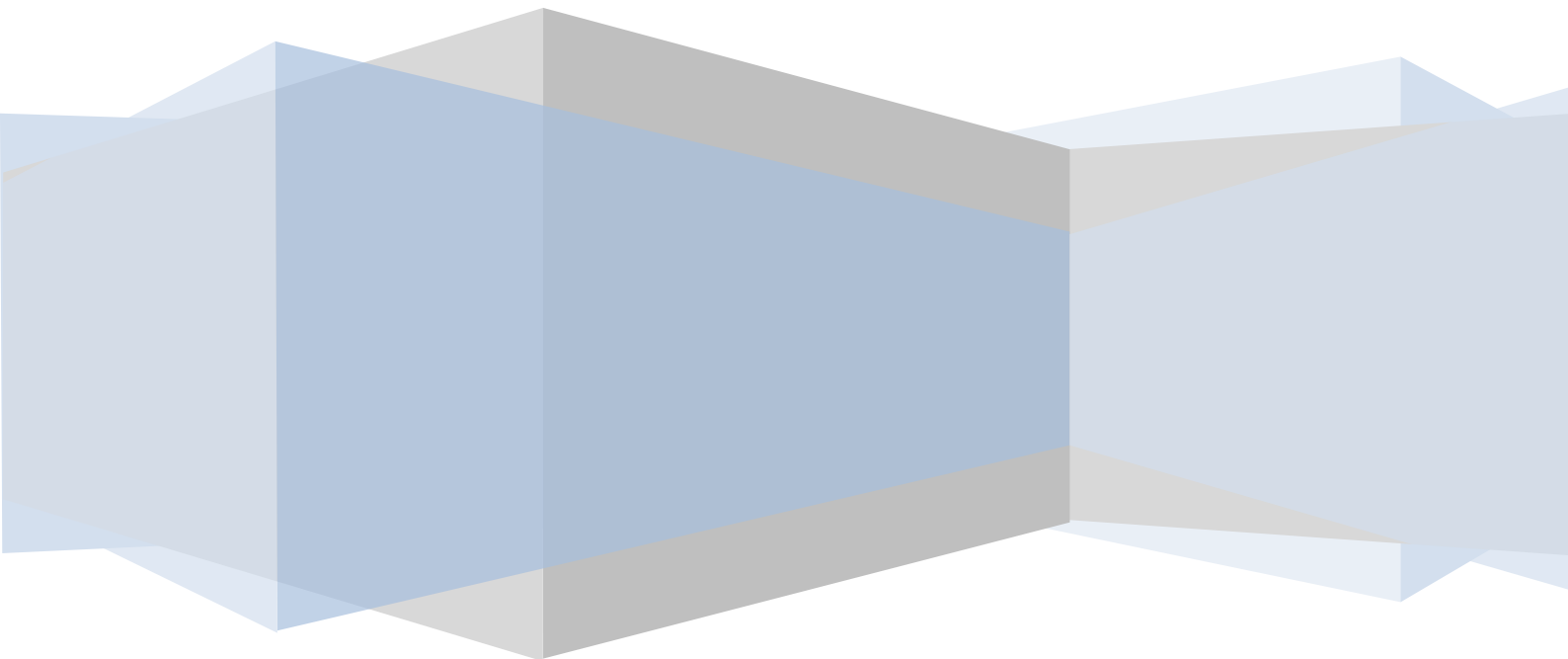


## RESEARCH, NETWORK AND SUPPORT FACILITY (RNSF)

“Support to enhance livelihoods for people dependant on informal economy and improve social inclusion of marginalised and vulnerable persons” - EuropeAid/135649/DH/SER/MULTI

### Guidelines on how to use the IESF Group on Capacity4Dev



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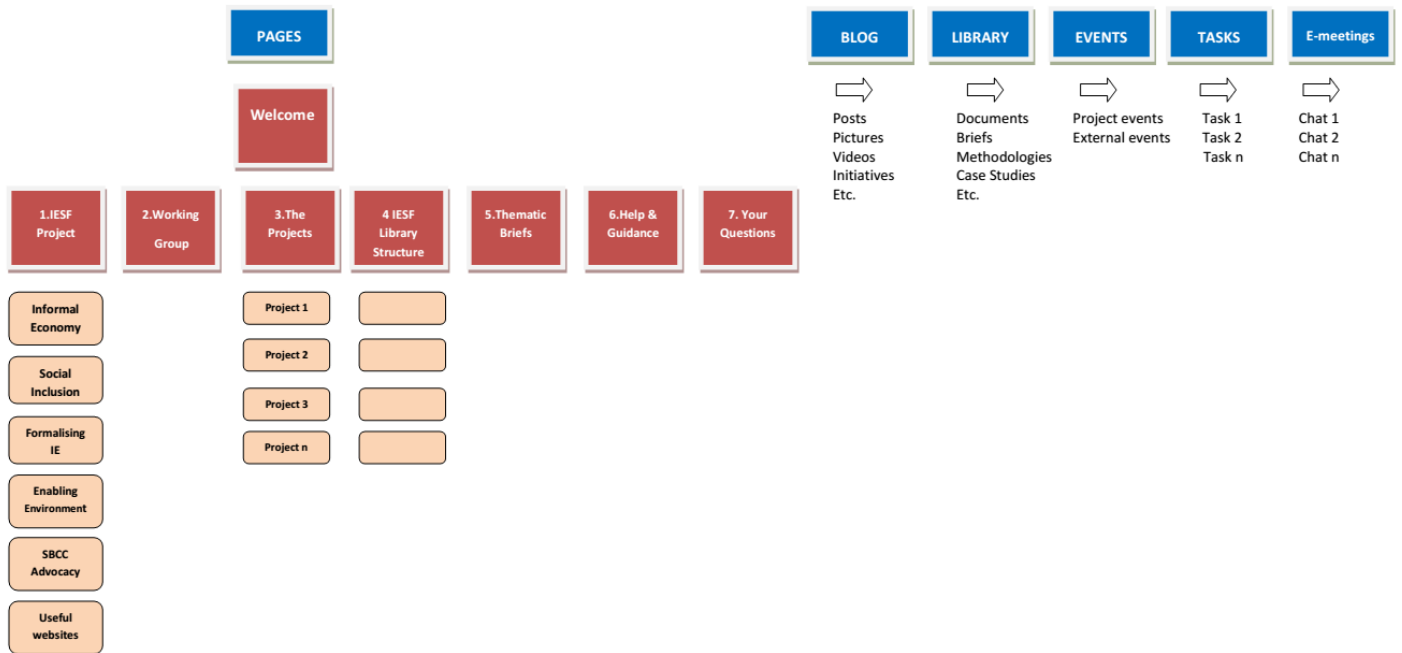
This document provides a guideline for the efficient use of the **Informal Economy Support Facility (IESF) Group**. The IESF is an online interactive tool to enhance knowledge sharing and project experiences among the users of the platform. It has been conceived as a deliverable of the Research Network Support Facility (RNSF) project and set up on the Capacity4Dev platform; it is divided into two components:

1) The overall “**Informal Economy Support Facility**” (**IESF**) **Group** is the main virtual space, functioning as common group for any users interested in the exchange of information, documents and best practices about informal economy and social inclusion. The IESF group is accessible only to its members and it is regularly updated by the group moderator.

2) **17 Private Groups**, one for each grant beneficiary, are private areas for a two-way communication between each non-profit organization and the RNSF team, through which reserved information and sensible data will be shared. The groups, accessible through special invitations associated separately with each non-profit organization are listed as follows: *Action Aid Association, Aide Au Developpement Gembloux Asbl, Ajprodhoo-Jijukirwa, Coptic Evangelical Organization for Social Services Association, Fondazione AVSI, Fundacion Save The Children, Gobernacion de Antioquia, Institution nationale de solidarit  avec les femmes en d tresse, Municipalidad de Capachica, Oikos East Africa, Oxfam GB, Oxfam Italia, Plan International Uk, Progettomondo Mlal, World Vision Australia, Young Africa Zimbabwe Fundaci n Fautapo.*

## IESF Group: the structure

The structure of the IESF Group is as follows:



Explanations on how to use the features concern the following actions:

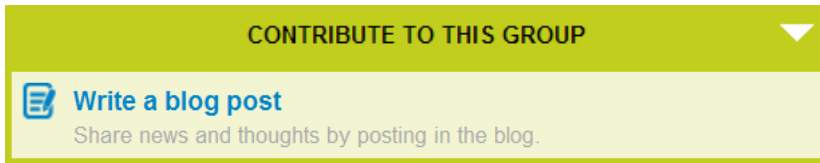
- **Creating a Blog Post**
- **Inserting Images**
- **Embedding Media**
- **Adding a document to the Library**
- **Adding events**
- **Creating Subpages**
- **Inviting external stakeholders**
- **Contacting existing members**
- **Retrieving the password**

## Creating a Blog Post

Interesting threads, questions, debates and discussions to be shared with any other user enrolled to the group can be posted on the blog. The blog will help users learn about new and innovative efforts and issues that can help improve the quality of the implementation of their projects.

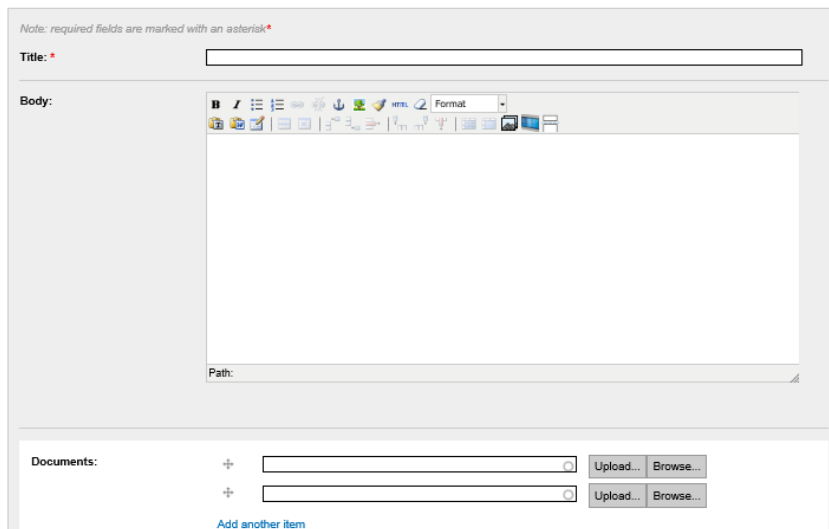
Any user can create a Blog Post by following the instructions as follows:

### Step 1 Select the “Write a Blog Post” function in the Group's main menu




### Step 2 Click “Write a blog post”

#### Create Blog post

A screenshot of a web form for creating a blog post. At the top, it says 'Note: required fields are marked with an asterisk\*'. The form has a 'Title: \*' field, a 'Body:' field with a rich text editor toolbar, and a 'Path:' field. Below these are two 'Documents:' sections, each with a plus icon, a dropdown menu, and 'Upload...' and 'Browse...' buttons. At the bottom, there is a link 'Add another item'.

### Step 3 Enter the Blog Post's details

<b>Title</b>	Add the title of your Blog Post
<b>Body</b>	The Body is the content of your Blog Post - you can enter text, tables, images, rich media content, and anything else that will help you format and publish the information you wish to communicate. (*)
<b>Documents</b>	You can add documents that relate to your Task - by default, all documents are also stored in the Group's Library: for this reason, we recommend always adding a description.
<b>Categories</b>	You can add group categories to tag your Blog Post (these are defined by group administrators, as shared taxonomies within this group).
<b>Tags</b>	If no group categories are available or fit with your needs, you can add custom tagging
<b>Notifications</b>	You might want to check the display of your Blog Post and read through it once published to make sure everything is just right before notifying others - for this reason, we recommend you check the "do not send notifications for this update" to let you verify your post before sending a notification to all group members.

Note: It is recommended to use the “Paste from Word” icon  from the toolbar whenever a content is copied and pasted from a different source. It is best to use the icon to avoid having all kinds of strange codes at the beginning or end of the posting.

#### Step 4 Flag one or more categories related to the post

There are four types of categories:

- Thematic
- Geographic
- Date
- Language

##### ▼ Categories

Select one or more categories that apply.

##### Thematic

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 1. Informal Economy (Macro and Meso       | <input type="checkbox"/> 3.2.2 Management Training - Finance n      | <input type="checkbox"/> 5.2.5 Social Inclusion - Migrants         |
| <input type="checkbox"/> 1.1 Global and regional strategies on th  | <input type="checkbox"/> 3.2.3 Management Training - Marketing      | <input type="checkbox"/> 5.2.6 Social Inclusion - Minorities       |
| <input type="checkbox"/> 1.2 Formalising IE & Decent Work          | <input type="checkbox"/> 3.2.4 Management Training - Productio      | <input type="checkbox"/> 5.2.7 Social Inclusion - People with disa |
| <input type="checkbox"/> 1.3.1 Statistics and IE - IE composition  | <input type="checkbox"/> 3.2.5 Management Training - Occupatic      | <input type="checkbox"/> 5.2.8 Social Inclusion - Other vulnerabl  |
| <input type="checkbox"/> 1.3.2 Statistics and IE - Labour markets  | <input type="checkbox"/> 3.2.6 Management Training - Human re       | <input type="checkbox"/> 6. Social dialogue                        |
| <input type="checkbox"/> 1.3.3 Statistics and IE - Education, voca | <input type="checkbox"/> 3.2.7 Management Training - Value cha      | <input type="checkbox"/> 6.1 Civic society organisation (not inclu |
| <input type="checkbox"/> 1.4.1 Rural IE specific issues            | <input type="checkbox"/> 3.3. Technical Vocational Education and    | <input type="checkbox"/> 6.2 Employers organisations               |
| <input type="checkbox"/> 1.4.2 Urban IE specific issues            | <input type="checkbox"/> 3.4 Leadership, life skills, empowermen    | <input type="checkbox"/> 6.3 Workers organisations                 |
| <input type="checkbox"/> 2. Enabling environment                   | <input type="checkbox"/> 4. Micro-finance                           | <input type="checkbox"/> 6.4 Trade associations, cooperatives      |
| <input type="checkbox"/> 2.1 Advocacy                              | <input type="checkbox"/> 4.1 Micro-finance & Informal Economy (     | <input type="checkbox"/> 6.5 Media, Social Behaviour and Chang     |
| <input type="checkbox"/> 2.2 Legal framework development and i     | <input type="checkbox"/> 4.2 Micro-finance & training & educatio    | <input type="checkbox"/> 7. Toolkit for project management         |
| <input type="checkbox"/> 2.3 Policy framework development and      | <input type="checkbox"/> 4.3 Micro-finance & social inclusion & s   | <input type="checkbox"/> 7.1 Project design                        |
| <input type="checkbox"/> 2.4 Institution strengthening             | <input type="checkbox"/> 5. Social inclusion and Social protection  | <input type="checkbox"/> 7.2 Project implementation                |
| <input type="checkbox"/> 2.5.1 Capacity strengthening of enablin   | <input type="checkbox"/> 5.1 Social Protection                      | <input type="checkbox"/> 7.3 Project monitoring                    |
| <input type="checkbox"/> 2.5.2 Capacity strengthening of enablin   | <input type="checkbox"/> 5.2.1 Social Inclusion - Women             | <input type="checkbox"/> 7.4 Project evaluation                    |
| <input type="checkbox"/> 3. Training, education                    | <input type="checkbox"/> 5.2.2 Social Inclusion - Children (child l | <input type="checkbox"/> 7.5 Project dissemination and visibility  |
| <input type="checkbox"/> 3.1 Enterprise Start-up                   | <input type="checkbox"/> 5.2.3 Social Inclusion - Youth             | <input type="checkbox"/> 7.6 Project revision                      |
| <input type="checkbox"/> 3.2.1 Management Training - General n     | <input type="checkbox"/> 5.2.4 Social Inclusion - Elderly           |  |

Tick the boxes relevant to the post

#### Step 5 Tags

To simplify the posting, it is recommended not to make tags so please skip this section

Tags:

Enter one or more tags separated by a , that apply



#### Step 6 Save your work

Press "Save " to confirm your selection otherwise your modifications will be lost.  
Press "Preview" to preview the post just created.

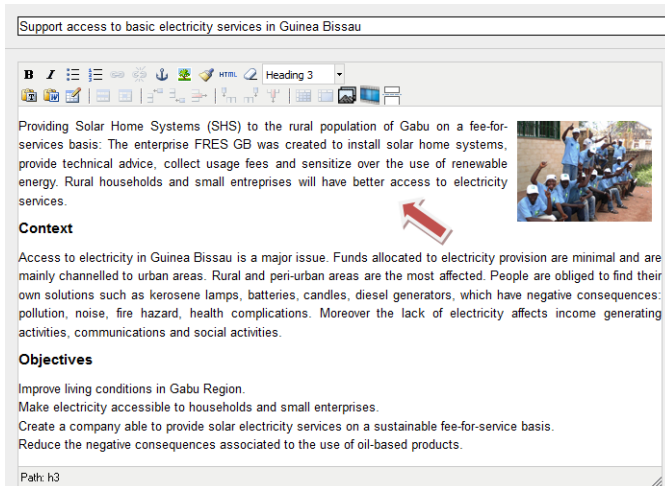
## How to insert a Teaser on a blog

### What is a teaser?

The teaser is the first paragraph of a post and can contain any media contents such as images and videos. A teaser should be conceived as an attractive summary of the post and should, therefore, include the most interesting and useful aspect of the post to make it easily identifiable to the user.

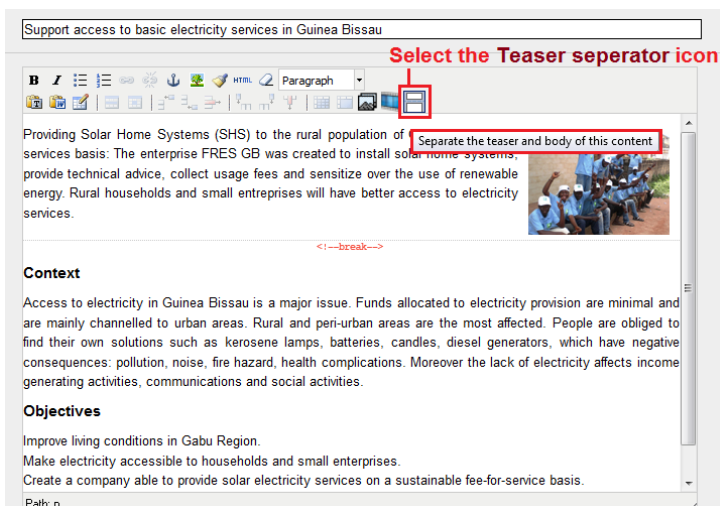
### Step 1: Identify the Teaser

In the screenshot below, the arrow indicates the teaser:



### Step 2: Separate the Teaser

Once the teaser is identified, place the cursor after the paragraph, then select the Teaser Separator icon. Once inserted, a line with the term "break" in red colour will appear- anything above that line will count as a teaser.




### Step 3: View the Teaser

**BLOG POSTS** (27 IN TOTAL, 1-25 SHOWN)

## **Support access to basic electricity services in Guinea Bissau**

Submitted by Coordination Team on Wed, 21/05/2014 - 12:41

Providing Solar Home Systems (SHS) to the rural population of Gabu on a fee-for-services basis: The enterprise FRES GB was created to install solar home systems, provide technical advice, collect usage fees and sensitize over the use of renewable energy. Rural households and small enterprises will have better access to electricity services.



**Categories:**  
Thematic: [Energy Access on the Ground](#); Geographical: [ACP - Africa, Caribbean and Pacific](#); Language: [English](#);  
**Additional tags:** [2011-2015](#), [Fondation Rural Energy Services \(FRES\)](#), [Guinea Bissau](#)

**RECOMMEND**

[Read More](#)

When accessing the full view of the post, the Teaser Separator will no longer be visible (except in editing modality).



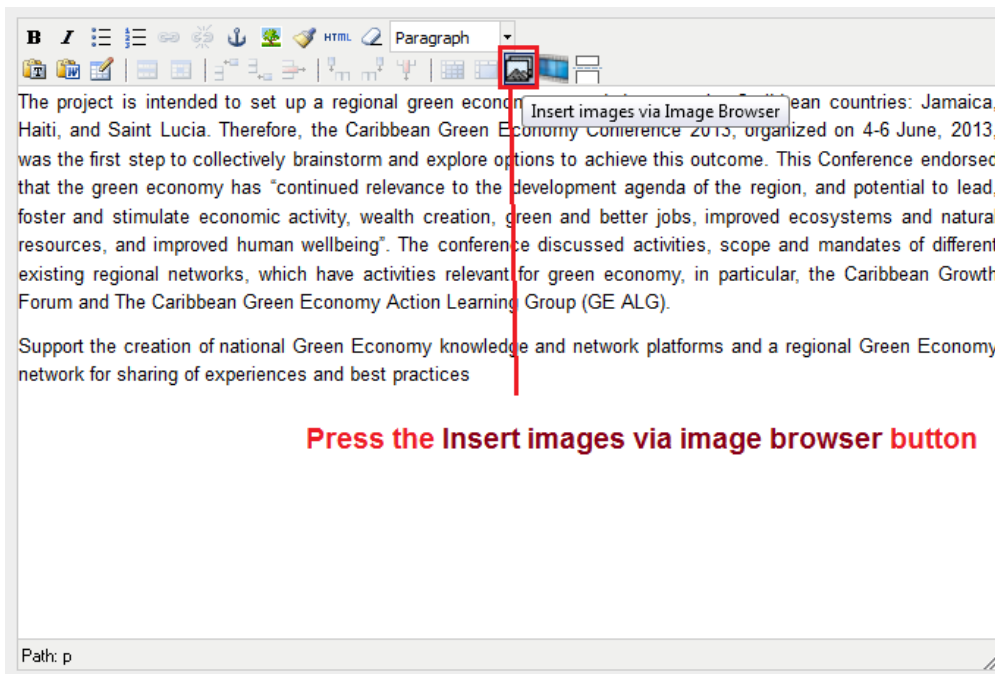
## Instructions on how to insert images and media

### Inserting Images

Two options are available to insert images on the post,

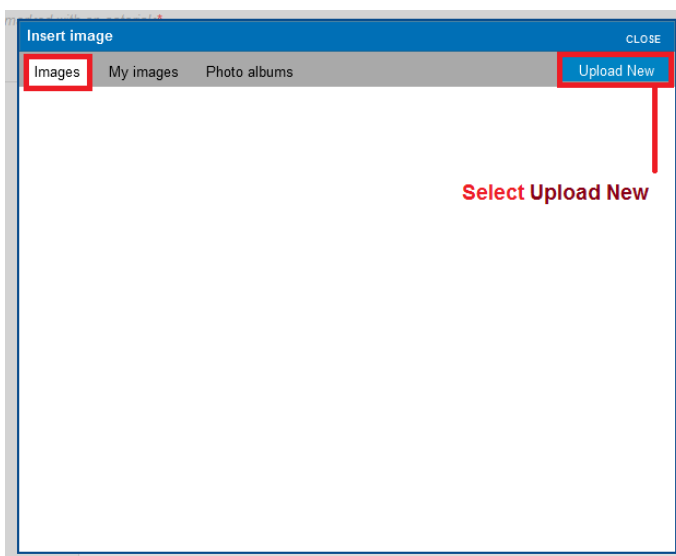
- 1) **Upload a new image** (from your PC or other devices)
- 2) **Select an image already existing/uploaded in the “My image” section.**

#### Step 1: Click the icon “Insert image via Image Browser”



#### Option 1: Upload a new image (from your PC or other devices)

Select the “Upload New” button

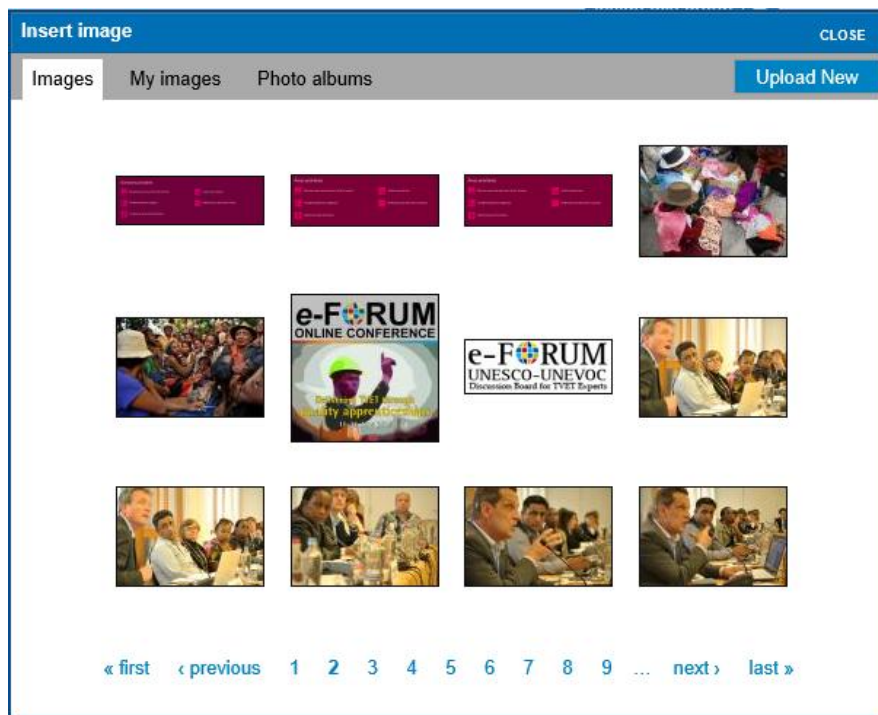


Once uploaded, the new image is included in the folder “My Image”

## Option 2 :

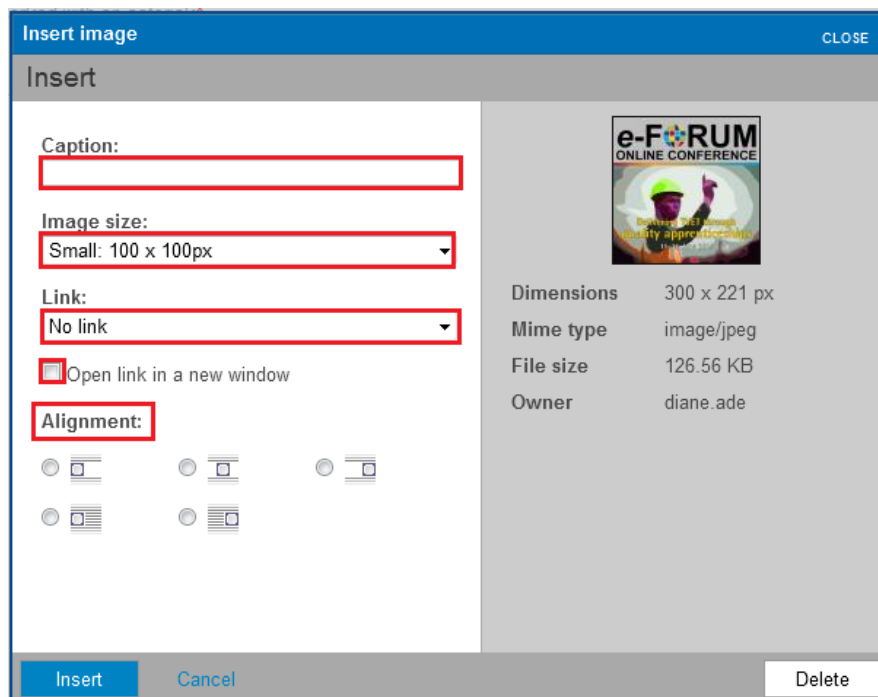
Include images by selecting images already existing/uploaded in the “My image” section.

A list of images (ordered by the latest uploaded) will pop up under “My images” section.




Select an image to be inserted and edit its font

## Step 2: Edit the display of your image



- Caption: A title or authoring credits to the image may be added
- Image size: select the options in the drop-down menu:
- small (100 x 100 pixels),
- medium (200 x 200 pixels),
- large (400 x 400 pixels)
- original (no resize) (The original size will always be indicated in the dimensions beneath the picture (in this case: 300 x 221 pixels).
- Link: Add a hyperlink to the image by selecting one of the options in the drop-down menu:
- No link, Custom URL (you can direct users to any destination, both within or outside Capacity4dev), Large View in Pop-up (this will open the image in a large pop-up window),
- Original Image (this will open the original size of the image in a new browser window)
- Open link in a new window: If you have selected a link, you can decide to open the link in a new browser tab, so users are not directed away from your post. Simply check the box.
- Alignment: Define how the Photo Album should be aligned within your post's content.

### Step 3: View and check your post

 **Delivering TVET through Quality Apprenticeships: on line conference organized by UNESCO-UNEVOC** ☆ ⚙️ 🗑️  
 Submitted by [Francesco Barilli](#) on Tue, 23/06/2015 - 11:11 7 views



"Delivering TVET through Quality Apprenticeships" is the topic of the current edition of UNESCO-UNEVOC's virtual conferences. This virtual conference aims to deepen our understanding of apprenticeship training, in particular formal, quality apprenticeships. The goal of the conference is to stimulate debate and knowledge sharing between participants on questions such as: What are the benefits of apprenticeship training? What stakeholders should be involved?

Categories:

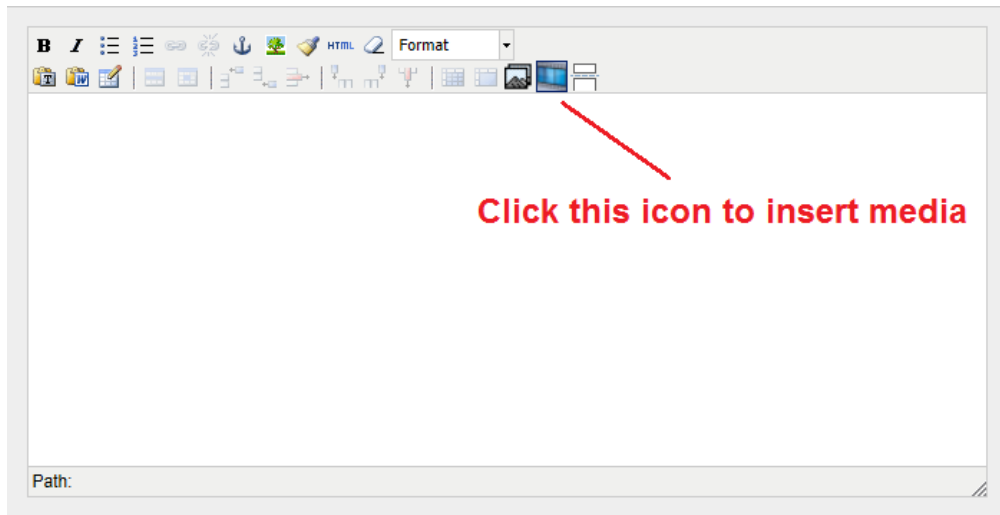
Thematic: [3.3.2. Vocational and skills training](#); Geographical: [Global](#); Date: [2015](#); Language: [English](#);

RECOMMEND

[Read More](#)

## Embedding Media

Media items such as videos and animations can be embedded into the blog post by clicking the media icon



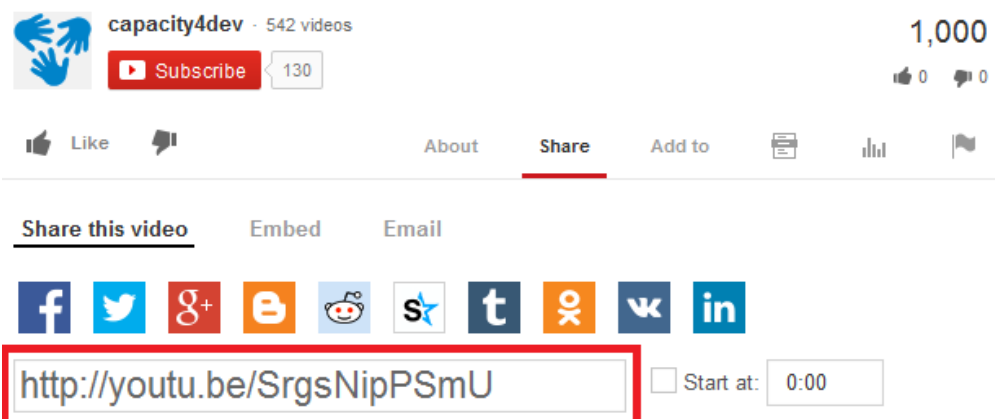
This feature offers the possibility to:

- embed media from any of the following services: [Archive.org](#), [Blip.tv](#), [DailyMotion](#), [Flickr Slideshow](#), [Flickr Video](#), [Google Video](#), [MySpace](#), [Picasa](#), [Slideshows](#), [Scribd](#), [Slideshare](#), [Vimeo](#), [uStream](#), [Issuu](#), [Prezi](#), [Audioboom](#), [Mixcloud](#), [Soundcloud](#), [M apbox](#), [Twitter](#), and [YouTube](#), including playlists
- make use of shared URL's/iFrames and/or embed code
- define formatting, such as the width and height of the media frame and its alignment

NB: the video to be embedded should first be uploaded to any of the above mentioned online video delivery platforms.

### Step 1 Open the video

- Open the video to be embedded (in the example below, the video is on YouTube, [www.youtube.com](http://www.youtube.com))
- Click "Share" and copy the YouTube link



**Copy the link**

or use the "embed" code

![Screenshot of a YouTube video player interface for 'capacity4dev' with 542 videos and 1,000 likes. The 'Share' tab is active, and the 'Embed' sub-tab is selected. A red box highlights the embed code: <code><iframe width=](//www.youtube.com/embed/SrgsNipPSmU)

capacity4dev · 542 videos 1,000

Like About Share Add to

Share this video **Embed** Email

```
<iframe width="640" height="360" src="//www.youtube.com/embed/SrgsNipPSmU" frameborder="0" allowfullscreen></iframe>
```

Video size: 640 x 360

- Show suggested videos when the video finishes
- Enable privacy-enhanced mode [?]
- Use old embed code [?]

## Step 2 "Click the Insert media" button

On the editing page of the post, place the cursor where the video should appear and click the "insert media" button.

Click this icon to insert media

## Step 3 Copy the embed code (or shared URL) of the video

The following pop-up window appears:

![Screenshot of the 'Insert media' pop-up window. The window title is 'Insert media' and it has a 'CLOSE' button. The main text says 'Insert 3rd party media like YouTube or Vimeo video's, Google maps, Prezi, Flickr slideshows, ...'. Below this is a text area labeled 'SHARE URL OR EMBED CODE:' containing the embed code: <code><iframe width=](//www.youtube.com/embed/SrgsNipPSmU?rel=0)

Insert media CLOSE

Insert 3rd party media like YouTube or Vimeo video's, Google maps, Prezi, Flickr slideshows, ...

SHARE URL OR EMBED CODE:

```
<iframe width="560" height="315" src="//www.youtube.com/embed/SrgsNipPSmU?rel=0" frameborder="0" allowfullscreen></iframe>
```

WIDTH: 500 HEIGHT: 320

Set the optional width and height of the media as it will be displayed in the content.

ALIGNMENT: indicate the size

specify the alignment

Insert Cancel

Insert the embed code (or shared URL) copied earlier.

The exact width and height of the file and its alignment may be indicated.

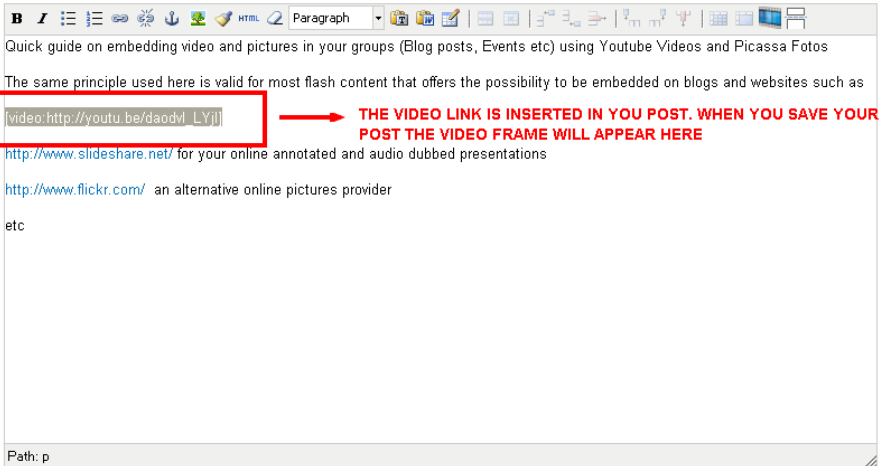
To end the process, click insert.

#### **Step 4 Insert the video**

After clicking the insert button, the link will be displayed on the text

Show summary in full view

**Description:**



Quick guide on embedding video and pictures in your groups (Blog posts, Events etc) using Youtube Videos and Picassa Fotos

The same principle used here is valid for most flash content that offers the possibility to be embedded on blogs and websites such as

`[video:http://youtu.be/daodyL_YjI]`

**THE VIDEO LINK IS INSERTED IN YOU POST. WHEN YOU SAVE YOUR POST THE VIDEO FRAME WILL APPEAR HERE**

<http://www.slideshare.net/> for your online annotated and audio dubbed presentations

<http://www.flickr.com/> an alternative online pictures provider

etc

Path: p

#### **Step 5 Save**

Save the post by clicking the button “Save” and the video will replace the link

Video of the project:

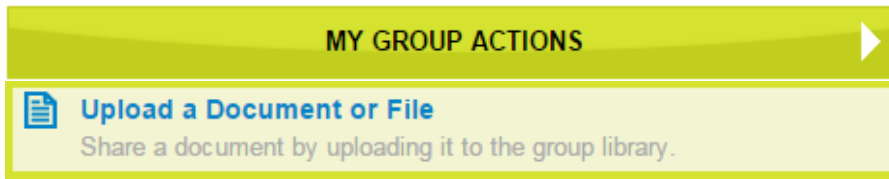


The same process should be applied to most of the flash contents to be embedded into the post, including Picasa Slideshows.

## Adding a Document to the Library


The library, which is part of one of the main pages, is an open space, accessible to any user, on which any relevant document can be either previewed or uploaded. It offers an organised list of papers that can be filtered by using search facets/criteria/ divided by categories and free tags

### Step 1 - Select the “Upload a Document or File” under the “Library” bar



Enter the required document details

<b>Title</b>	The name of your Document or File
<b>File</b>	Select the Choose File button to access your local drive and select a file from your computer. Once you've selected the file, please press the Upload button. Accepted file formats include the following extensions: .txt .pdf .doc .docx .xls .xlsx .ppt .pptx .odt .ods .odp .odf .jpg .jpeg .gif .png .ppt .pptx .vsd .zip .pps, with a maximum size of 32MB.
<b>Description</b>	Please add a description so viewers can appreciate the nature of the document of file before actually downloading it. (*)
<b>Categories</b>	You can add group categories to tag your Document (these are defined by group administrators, as shared taxonomies within this group). Group Categories are very useful when searching through the Library - they will appear as organised facets in the left column to help you refine your search.
<b>Tags</b>	If no group categories are available or fit with your needs, you can add custom tagging. Free tags are also very useful - they will appear within a tag cloud beneath the Group Category facets.
<b>Notifications</b>	We recommend you preview your document in its published form before sending notifications to all group members - just check the "do not send notifications for this update" to make sure all the information is available. Once you are ready, enter the edit mode again and save your work with this box un-checked.

Note: It is recommended to use the “Paste from Word” icon  from the toolbar whenever a content is copied and pasted from a different source.

### Step 2 - Flag one or more categories related to your post

There are five types of categories:

- Thematic
- Geographical
- Type of document
- Date
- Language

### ▼ Categories

Select one or more categories that apply.

#### Thematic

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 1. Informal Economy (Macro and Meso       | <input type="checkbox"/> 3.2.2 Management Training - Finance n      | <input type="checkbox"/> 5.2.5 Social Inclusion - Migrants         |
| <input type="checkbox"/> 1.1 Global and regional strategies on th  | <input type="checkbox"/> 3.2.3 Management Training - Marketing      | <input type="checkbox"/> 5.2.6 Social Inclusion - Minorities       |
| <input type="checkbox"/> 1.2 Formalising IE & Decent Work          | <input type="checkbox"/> 3.2.4 Management Training - Productio      | <input type="checkbox"/> 5.2.7 Social Inclusion - People with disa |
| <input type="checkbox"/> 1.3.1 Statistics and IE - IE composition  | <input type="checkbox"/> 3.2.5 Management Training - Occupatic      | <input type="checkbox"/> 5.2.8 Social Inclusion - Other vulnerable |
| <input type="checkbox"/> 1.3.2 Statistics and IE - Labour markets  | <input type="checkbox"/> 3.2.6 Management Training - Human re       | <input type="checkbox"/> 6. Social dialogue                        |
| <input type="checkbox"/> 1.3.3 Statistics and IE - Education, voca | <input type="checkbox"/> 3.2.7 Management Training - Value cha      | <input type="checkbox"/> 6.1 Civic society organisation (not inclu |
| <input type="checkbox"/> 1.4.1 Rural IE specific issues            | <input type="checkbox"/> 3.3. Technical Vocational Education and    | <input type="checkbox"/> 6.2 Employers organisations               |
| <input type="checkbox"/> 1.4.2 Urban IE specific issues            | <input type="checkbox"/> 3.4 Leadership, life skills, empowermen    | <input type="checkbox"/> 6.3 Workers organisations                 |
| <input type="checkbox"/> 2. Enabling environment                   | <input type="checkbox"/> 4. Micro-finance                           | <input type="checkbox"/> 6.4 Trade associations, cooperatives      |
| <input type="checkbox"/> 2.1 Advocacy                              | <input type="checkbox"/> 4.1 Micro-finance & Informal Economy (     | <input type="checkbox"/> 6.5 Media, Social Behaviour and Chang     |
| <input type="checkbox"/> 2.2 Legal framework development and i     | <input type="checkbox"/> 4.2 Micro-finance & training & educatio    | <input type="checkbox"/> 7. Toolkit for project management         |
| <input type="checkbox"/> 2.3 Policy framework development and      | <input type="checkbox"/> 4.3 Micro-finance & social inclusion & s   | <input type="checkbox"/> 7.1 Project design                        |
| <input type="checkbox"/> 2.4 Institution strengthening             | <input type="checkbox"/> 5. Social inclusion and Social protection  | <input type="checkbox"/> 7.2 Project implementation                |
| <input type="checkbox"/> 2.5.1 Capacity strengthening of enablin   | <input type="checkbox"/> 5.1 Social Protection                      | <input type="checkbox"/> 7.3 Project monitoring                    |
| <input type="checkbox"/> 2.5.2 Capacity strengthening of enablin   | <input type="checkbox"/> 5.2.1 Social Inclusion - Women             | <input type="checkbox"/> 7.4 Project evaluation                    |
| <input type="checkbox"/> 3. Training, education                    | <input type="checkbox"/> 5.2.2 Social Inclusion - Children (child k | <input type="checkbox"/> 7.5 Project dissemination and visibility  |
| <input type="checkbox"/> 3.1 Enterprise Start-up                   | <input type="checkbox"/> 5.2.3 Social Inclusion - Youth             | <input type="checkbox"/> 7.6 Project revision                      |
| <input type="checkbox"/> 3.2.1 Management Training - General n     | <input type="checkbox"/> 5.2.4 Social Inclusion - Elderly           |  |

boxes that are relevant to your post

Tick the

### Step 3 Tags

It is recommended to ignore tags so please skip this section

Tags:



Enter one or more tags separated by a , that apply


### Step 4 Save your work

Press "Preview" to preview the post just created.

Press "Save " to confirm your selection otherwise your modifications will be lost.

Once the document is saved, a detailed view of the document will be displayed as in the example below

---

 **Case study - Example of an Enabling Environment Analysis in Oman done in 2011** ☆ ⚙️ 📄

Submitted by [Mei Zegers](#) on Sat, 13/06/2015 - 17:10 4 views

**Description:**

[Download this document](#)

**Categories:**  
Thematic: [Enabling environment](#); Type of document: [Case studies](#); Date: [2011](#);

[Read More](#)

---



## Insert hyperlinks to documents of the Library

You can insert hyperlinks to documents in a text (of a page, blog, etc.). An hyperlink is an electronic link providing direct access from one marked place to another place in the same document or to an entirely different document.

### Step 1 Select the document or page to be linked

Select the URL (Uniform Resource Locator) of the page or document to be hyperlinked. Then, click copy, in this way the URL is ready to be inserted in the chosen text.



### Step 2

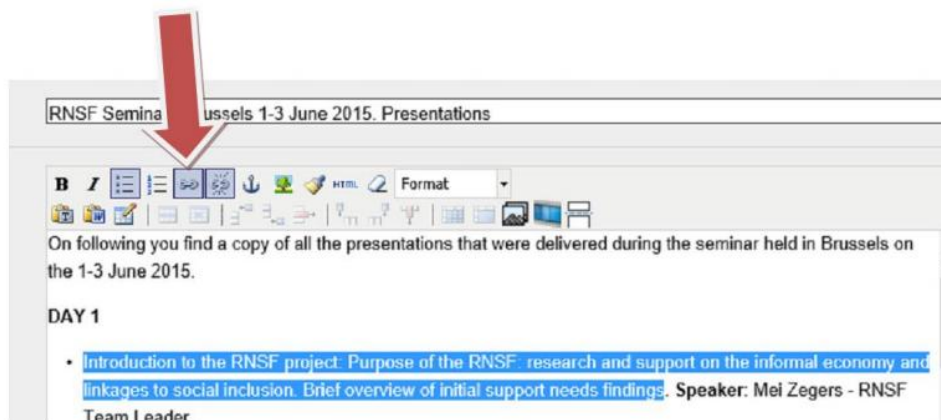
- Open the post where the link shall be included
- By using the mouse, highlight the text where the hyperlink will be displayed

#### DAY 1

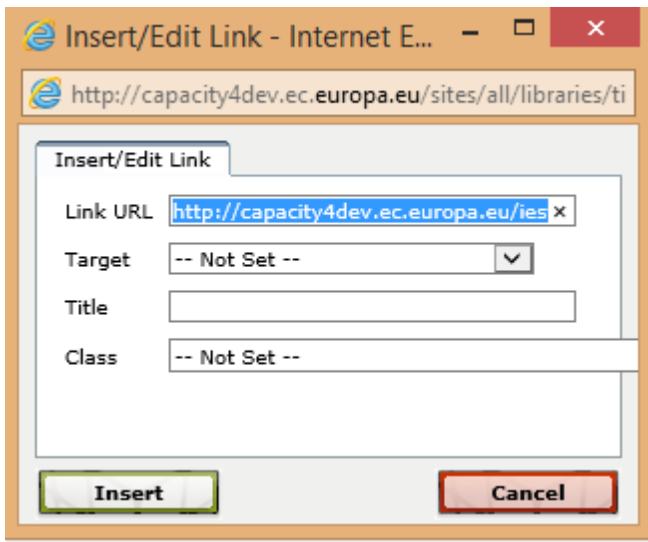
- Introduction to the RNSF project: Purpose of the RNSF: research and support on the informal economy and linkages to social inclusion. Brief overview of initial support needs findings. Speaker: Mei Zegers - RNSF Team Leader.

### Step 3 Click the hyperlink button

NB: click the chain icon, **not** the anchor one.



**Step 4 Paste the copied URL in the pop-up window and press “Insert”**



The process is finished and the hyperlink will be displayed in the post as in the example below:

RECOMMEND **1** FOLLOW **0**

Submitted by [Francesco Barilli](#) on Thu, 07/05/2015 - 09:53

70 views

Please find a copy of all the presentations that were delivered during the seminar held in Brussels on the 1-3 June 2015.

- [Introduction to the RNSF project: Purpose of the RNSF: research and support on the informal economy and linkages to social inclusion. Brief overview of initial support needs findings.](#) Speaker: Mei Zegers - RNSF Team Leader.
-

## Adding Events

Any user can post any relevant event by using the “Event” bar as showed below:

**PRIVATE GROUP: Informal Economy Support Facility**

Group created on April 28 2015  
Support to enhance livelihoods for people dependent on informal economy

31 pages, 30 blog posts, 119 documents, 3 events, 1 survey, 1 task list, 40 members, 4 recommendations, 28 comments (show more)

RECOMMEND 0 FOLLOW 0

Sharing private content will only be accessible by group members.

Select the “Add Event” function from the Group's main menu

CONTRIBUTE TO THIS GROUP

**Add an event**  
Share an event.

Enter the event details as follows:

- |                          |  |
|--------------------------|--|
| <b>Event name</b>        | The name of the event  |
| <b>Event Type</b>        | Indicate if this is a Group Event (organised by and tailored for group members) or an External Event (organised by outsiders but is of interest to group members)                        |
| <b>Organised by</b>      | The name of the person or organisation who is coordinating the event   |
| <b>Date</b>              | Indicate the start and end dates and time  |
| <b>Short Description</b> | Summary of the event to be displayed as teaser   |
| <b>Long Description</b>  | Multimedia items such as videos and pictures, but also the agenda, the list of key speakers and additional information can be indicated  |
| <b>Documents</b>         | Any relevant document related to the event can be uploaded by providing a clear and indicative title. They will be stored by default in the Library as well                              |
| <b>Categories</b>        | Group categories may be indicated to tag the event   |
| <b>Notifications</b>     | Notifications may be sent to the group members to inform them about the event. If an update is done without the need of notification, press. "do not send notifications for this update" |

**Launching Effective Collaboration to Strengthen Project Implementation on the Informal Economy and Social Inclusion**

Submitted by [Francesco Barilli](#) on Thu, 07/05/2015 - 09:53

31 views

From 01/06/2015 09:00 to 03/06/2015 13:00 — Brussels (Belgium)

International seminar addressed to the implementing partners of the 17 projects financed by the call of proposal <

This event is of the type **Group event**.

This event is organised by: **European Commission- DEVCO**

[Import this event into your calendar](#)

## Creating Sub-Pages

The screenshot shows a 'Group Page' interface. At the top left, there is a green 'ADD PAGE' button with a white arrow. Below it, a 'PAGES' section is visible. On the left side, there is a dropdown menu with 'Group Page' and 'Group sub-page' options. In the center, there are 'RECOMMEND 0' and 'FOLLOW 0' buttons. To the right, there is a 'Print friendly version' link and several social media icons. A red box highlights the text 'Organize your book pages.' above the social media icons.

Editing a private group page is, in principle, restricted to the group owner and to the IESF administrators (the RNSF team). However, editorial rights can be assigned to any member of the group by modifying the 'Grant permissions, on top of each section.

[View](#) | [Edit](#) | [Grant permissions](#) |

### Instructions on how to create a sub-page

#### Step 1. Select the option “Add sub-page” from the green bar on the left side of the PAGES section

First, go to PAGES sections. There is a green bar on the left side, with a white arrow. Clicking the arrow, a drop down menu will open, displaying the option “Add Sub-page”

### PRIVATE GROUP: Informal Economy Support Facility

The screenshot shows the 'Welcome' page of a private group. At the top, there is a navigation bar with icons for 'PAGES', 'BLOG', 'LIBRARY', 'EVENTS', 'SURVEYS', 'TASKS', 'E-MEETINGS', and 'MEMBERS'. Below the navigation bar, there is a green 'ADD PAGE' button with a white arrow. To the right of the button, there is a 'Print friendly version' link and several social media icons. Below the 'ADD PAGE' button, there is a 'GROUP PAGES' section. On the left side, there is a list of group pages: 'Welcome', '1. The project: Informal Economy Support Facility', '2. The working group', '3. The projects', '4. IESF Library Structure', '5. Help & Guidance', and '6. Your Questions'. In the center, there is a 'RECOMMEND 0' and 'FOLLOW 0' button. To the right, there is a 'Sharing private content will only be accessible by group members' message and a '670 views' indicator. Below this, there is a profile picture of Mei Zegers and the text 'Submitted by Mei Zegers on Mon, 25/05/2015 - 13:49'.

A small blue arrow will appear on the left of the “Add the subpage” icon. Selecting this icon will open a new Sub-page.

### PRIVATE GROUP: Informal Economy Support Facility

The screenshot shows the 'Welcome' page of a private group, similar to the previous one. However, the 'ADD PAGE' button is now a dropdown menu. The dropdown menu is open, showing three options: 'Add page', 'Add sub page', and 'Learn more about group pages.'. The 'Add sub page' option is highlighted with a red circle and a small blue arrow pointing to it. The rest of the page content is the same as in the previous screenshot.

## Step 2. Fill in the blank template by indicating

- **Title** of the sub-page
- **Body**, with the content description

## Create Group page

Help text about [Group Pages](#)

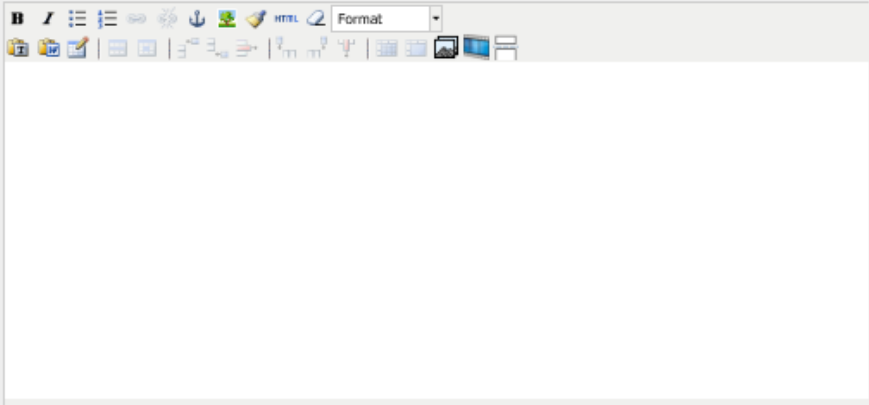
Note: required fields are marked with an asterisk\*

**Title:** \*

---

**Body:**



**Path:**

---

**Make this page a subpage of:**

If you would like your page to be categorized as a sub-page of another page, please select the name of this page in the drop-down menu above.  
Group pages can have up to 5 levels of depth.

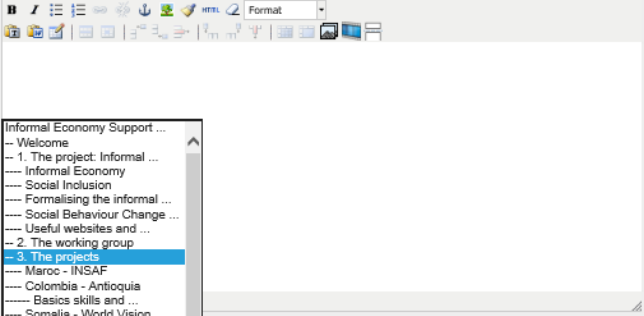
Go to **"Make this page a subpage"** action and select your NGO/agency from the drop-down menu.

**Title:** \*

---

**Body:**



**Make this page a subpage of:**

- Informal Economy Support ...
- Welcome
- 1. The project: Informal ...
- Informal Economy
- Social Inclusion
- Formalising the informal ...
- Social Behaviour Change ...
- Useful websites and ...
- 2. The working group
- 3. The projects**
- Maroc - INSAF
- Colombia - Antioquia
- Basics skills and ...
- Somalia - World Vision
- Peru - Capachica
- India - ActionAid
- Côte-d'Ivoire- Save the ...
- Senegal - ADO
- Egypt - CEOSS
- Bolivia/Peru - ...
- Zimbabwe - Young Africa
- Tanzania - Plan UK
- Tanzania - Oikos
- Côte d'Ivoire - AVSI
- Improving working and ...
- Rwanda - Ajprodho Jijukirwa
- Bolivia - FAUTAPO
- Kenya - Oxfam GB
- Haiti - Oxfam IT

Select one or more categories that a

### Step 3 Flag one or more categories related to the sub-page.

There are four types of categories

- Thematic
- Geographical
- Date
- Language

#### ▼ Categories

Select one or more categories that apply.

##### Thematic

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 1. Informal Economy (Macro and Meso       | <input type="checkbox"/> 3.2.2 Management Training - Finance n      | <input type="checkbox"/> 5.2.5 Social Inclusion - Migrants         |
| <input type="checkbox"/> 1.1 Global and regional strategies on th  | <input type="checkbox"/> 3.2.3 Management Training - Marketing      | <input type="checkbox"/> 5.2.6 Social Inclusion - Minorities       |
| <input type="checkbox"/> 1.2 Formalising IE & Decent Work          | <input type="checkbox"/> 3.2.4 Management Training - Productio      | <input type="checkbox"/> 5.2.7 Social Inclusion - People with disa |
| <input type="checkbox"/> 1.3.1 Statistics and IE - IE composition  | <input type="checkbox"/> 3.2.5 Management Training - Occupatic      | <input type="checkbox"/> 5.2.8 Social Inclusion - Other vulnerabl  |
| <input type="checkbox"/> 1.3.2 Statistics and IE - Labour markets  | <input type="checkbox"/> 3.2.6 Management Training - Human re       | <input type="checkbox"/> 6. Social dialogue                        |
| <input type="checkbox"/> 1.3.3 Statistics and IE - Education, voca | <input type="checkbox"/> 3.2.7 Management Training - Value cha      | <input type="checkbox"/> 6.1 Civic society organisation (not inclu |
| <input type="checkbox"/> 1.4.1 Rural IE specific issues            | <input type="checkbox"/> 3.3. Technical Vocational Education and    | <input type="checkbox"/> 6.2 Employers organisations               |
| <input type="checkbox"/> 1.4.2 Urban IE specific issues            | <input type="checkbox"/> 3.4 Leadership, life skills, empowermen    | <input type="checkbox"/> 6.3 Workers organisations                 |
| <input type="checkbox"/> 2. Enabling environment                   | <input type="checkbox"/> 4. Micro-finance                           | <input type="checkbox"/> 6.4 Trade associations, cooperatives      |
| <input type="checkbox"/> 2.1 Advocacy                              | <input type="checkbox"/> 4.1 Micro-finance & Informal Economy (     | <input type="checkbox"/> 6.5 Media, Social Behaviour and Chang     |
| <input type="checkbox"/> 2.2 Legal framework development and i     | <input type="checkbox"/> 4.2 Micro-finance & training & educatio    | <input type="checkbox"/> 7. Toolkit for project management         |
| <input type="checkbox"/> 2.3 Policy framework development and      | <input type="checkbox"/> 4.3 Micro-finance & social inclusion & s   | <input type="checkbox"/> 7.1 Project design                        |
| <input type="checkbox"/> 2.4 Institution strengthening             | <input type="checkbox"/> 5. Social inclusion and Social protection  | <input type="checkbox"/> 7.2 Project implementation                |
| <input type="checkbox"/> 2.5.1 Capacity strengthening of enablin   | <input type="checkbox"/> 5.1 Social Protection                      | <input type="checkbox"/> 7.3 Project monitoring                    |
| <input type="checkbox"/> 2.5.2 Capacity strengthening of enablin   | <input type="checkbox"/> 5.2.1 Social Inclusion - Women             | <input type="checkbox"/> 7.4 Project evaluation                    |
| <input type="checkbox"/> 3. Training, education                    | <input type="checkbox"/> 5.2.2 Social Inclusion - Children (child l | <input type="checkbox"/> 7.5 Project dissemination and visibility  |
| <input type="checkbox"/> 3.1 Enterprise Start-up                   | <input type="checkbox"/> 5.2.3 Social Inclusion - Youth             | <input type="checkbox"/> 7.6 Project revision                      |
| <input type="checkbox"/> 3.2.1 Management Training - General n     | <input type="checkbox"/> 5.2.4 Social Inclusion - Elderly           |  |

Tick the boxes relevant to the sub-page.

### Step 4 Tags

It is recommended not to make any tags, so please skip this section

Tags:

Enter one or more tags separated by a , that apply



### Step 5 Save your work

<input type="button" value="Save"/>	<input type="button" value="Preview"/>
-------------------------------------	--

Press "Save " to confirm your selection otherwise any modifications will be lost.  
Press "Preview" to preview the sub-page just created.

## Inviting External Stakeholders

Any interested stakeholder can be invited to join the IESF group

### Step 1. Select the “Invite others” function under the MEMBERS function on the grey bar



### Step 2. Enter the e-mail of the person to be invited and type a personal message

I recently joined this group, which seems to be a great resource! I believe you will be interested to find best practice examples that deal with your area of expertise - there's lots of well structured information you might find helpful for your daily work.

Hope to see you around!

### Step 3. Click “Send invitation”

Send invitation

Your message will be sent immediately and will be prefilled with some information.

The invited person will receive the following email message:




### Step 4: To join the IESF group


The invited person should click on the "Join this Group" link included in the email message and wait for the approval of the group administrators.

**Step 1** - Click on the “MEMBERS” bar, identify the person to be contacted and click on “Contact”

---

	<b>Alessio Lupi</b> ARS Progetti	25 posts Member since: 28 April 2015	<a href="#">profile</a>   <a href="#">contact</a>  Group owner
---	-------------------------------------	--	--

---



**Step 2** – Indicate the subject, the body content, type the CAPTHA code and click on “Send an e-mail”

## Contact Alessio Lupi

[Back to Alessio Lupi](#) | Contact form of Alessio Lupi

---

From: [Francesco Barilli](#) <f.barilli@arsprogetti.com>

---

To: [Alessio Lupi](#)

---

Subject: \*


---

Message: \*

---

CAPTCHA

This question is for testing whether you are a human visitor and to prevent automated spam submissions.



---

Send yourself a copy.

---


[Send e-mail](#)

NB: The error message "*The email of the user is no longer valid. Your message will probably not reach its destination*" might be displayed. Please disregard it because it's an IT technical system error which does not affect the correct delivery of the message.

## Contact Alessio Lupi

The email of the user is no longer valid. Your message will probably not reach its destination. ✕

**Step 3** – The contacted member will receive a message in his/her email inbox account as in the example below

 Alessio Lupi, Francesco Barilli (<http://capacity4dev.ec.europa.eu/people/detail/fbarilliarsprogetticom>) has sent you a message via your contact form (<http://capacity4dev.ec.europa.eu/user/24232/contact>) at capacity4dev. If you don't want to receive such e-mails, you can change your settings at <http://capacity4dev.ec.europa.eu/people/detail/> Alessio Lupi Message:

Text  
Text  
Text

Please do not reply to this mail address directly. You can reply to this person through the contact page (<http://capacity4dev.ec.europa.eu/user/23925/contact>).

**Note:** to send a reply message, it is compulsory to use the IESF Group by clicking “Contact” and not to use the reply button on the email account



## Retrieving the password linked to the IESF account

### Step 1 Go to the main page of Capacity4Dev and click on "sign-in"

Select sign-in

Welcome guest [Become a member](#) [Sign in](#)

capacity4dev.eu |  Search

PEOPLE VACANCIES

**Participate**

Registering on capacity4dev.eu enables interaction in public groups and allows access to closed collaboration spaces. A personal profile facilitates community building and exchange among peers.

[BECOME A MEMBER](#)

or [SIGN IN](#)

### Step 2 Select "Request new password"


Select the third link: "Request new password"

[Create new account](#) | [Log in](#) | [Request new password](#)

Username or e-mail address: \*

**CAPTCHA**

This question is for testing whether you are a human visitor and to prevent automated spam submissions.



What code is in the image?: \*

Enter the characters shown in the image.

[E-mail new password](#)

### Step 3 Process the request

Enter the username or e-mail address, type the CAPCHA code and press "E-mail new password".

### Step 4 Check the Inbox

Check your Inbox

 **capacity4dev.eu**  Development and Cooperation - EuropeAid  
Connecting the Development Community

Dear Diane,

We received a request to reset the password for your account on capacity4dev.  
Please activate [this link to log in to capacity4dev.ec.europa.eu](#).  
After logging in, you will be redirected to [your profile](#) so you can change your password.

Please note this one-time login expires after 24 hours. If you have not activated the link by then, it will no longer be valid and you will have to request a new password on capacity4dev.

If you have any questions, please feel free to contact us; we will be happy to help.

The Coordination Team  
[capacity4dev.eu](#)

An email will be sent to the indicated email address: click on "Please activate this link to log in to capacity4dev.ec.europa.eu" to validate the e-mail address.

### Validate your e-mail address & Log in

You have successfully validated your e-mail address ✕

This is a one-time login for Diane4dev and will expire on Thu, 19/02/2015 - 11:32.

Click on this button to login to the site and change your password.

This login can be used only once.

[Log in](#)

Note: the link should be clicked within by 24 hours from the reception of the email message otherwise it will expire and a new request for a new password needs to be sent.

### Step 5 Update the password

First, press the "Log in" button.

You have successfully validated your e-mail address ✕

This is a one-time login for Diane4dev and will expire on Thu, 19/02/2015 - 11:32.

Click on this button to login to the site and change your password.

This login can be used only once.

[Log in](#)

Finally, update the password and save.

### Update your password & Save

Login successful. ✕

You have just used your one-time login link. It is no longer necessary to use this link to login. Please change your password.

**Account information**

**E-mail address: \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Password:**

**Confirm password:**

To change the current user password, enter the new password in both fields.