



UNITED NATIONS  
ECONOMIC COMMISSION FOR EUROPE

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# **Guidelines on Editing PPP Projects website**

(Version 0.1, August 2014)

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## I. Introduction

This guide has been prepared to allow UNECE PPP project leaders and editors to create and modify content from their PPP projects posted on Confluence<sup>1</sup>.

The guide has several related goals: (a) to clarify some of the more challenging aspects of editing PPP projects in Confluence; and (b) to offer some useful tips, and in some cases step-by-step approaches, to areas where the editor may encounter difficulty when preparing web pages, text and attachments.

## PPP Standards development process website hyperlinks

URL: <https://www2.unece.org/wiki/display/pppp/PPP+Standards+development+process>

User Guidelines: *to be assigned*

## II. How to Log-in

To Login to the “PPP Standards development process” website, you first need credentials with an account and password.

Project leaders and editors are given editing rights that allow them to create, modify and remove information from their projects. Project members get permissions to view space content, read pages and access restricted information. General public can read public pages, but have no access to restricted information.

### 1. Accessing the PPP website

With your credentials follow the steps below by accessing the PPP Home Page link:

<http://www.unece.org/ceci/ppp.html>



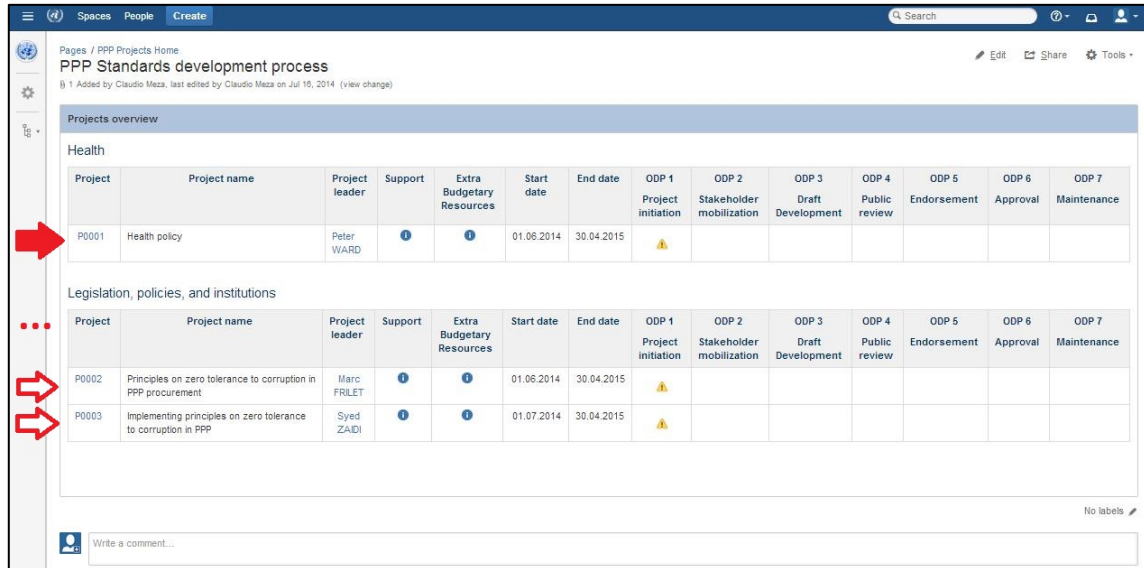
The screenshot shows the UNECE website interface. The top header includes the UNECE logo and navigation links. The main content area is divided into several sections: 'PPP Home' with a large image of a road, 'Meetings and Events' with a calendar, and 'Information for delegates' with a guidebook cover. A red arrow points to the 'Meetings and Events' link in the left sidebar.

<sup>1</sup> Team collaboration software, mainly used in corporate environments. Developed and marketed by Atlassian.

## 2. Select menu option “Overview”

From left menu, select **Standards** → **Overview**. It gives you access to the “PPP Standards development process” page: <https://www2.unece.org/wiki/display/pppp/PPP+Standards+development+process>

Select your project by clicking on the project ID listed in the projects overview page.



The screenshot shows a web interface with a top navigation bar containing 'Spaces', 'People', and 'Create'. Below the navigation bar, the page title is 'PPP Standards development process'. The main content area is titled 'Projects overview' and is divided into two sections: 'Health' and 'Legislation, policies, and institutions'. Each section contains a table with columns for Project, Project name, Project leader, Support, Extra Budgetary Resources, Start date, End date, and seven ODP stages (ODP 1 to ODP 7). In the 'Health' section, the first row (P0001) is highlighted with a red arrow pointing to the project ID. In the 'Legislation, policies, and institutions' section, the first two rows (P0002 and P0003) are highlighted with red arrows pointing to their respective project IDs.

Project	Project name	Project leader	Support	Extra Budgetary Resources	Start date	End date	ODP 1 Project initiation	ODP 2 Stakeholder mobilization	ODP 3 Draft Development	ODP 4 Public review	ODP 5 Endorsement	ODP 6 Approval	ODP 7 Maintenance
P0001	Health policy	Peter WARD	1	1	01.06.2014	30.04.2015	1						

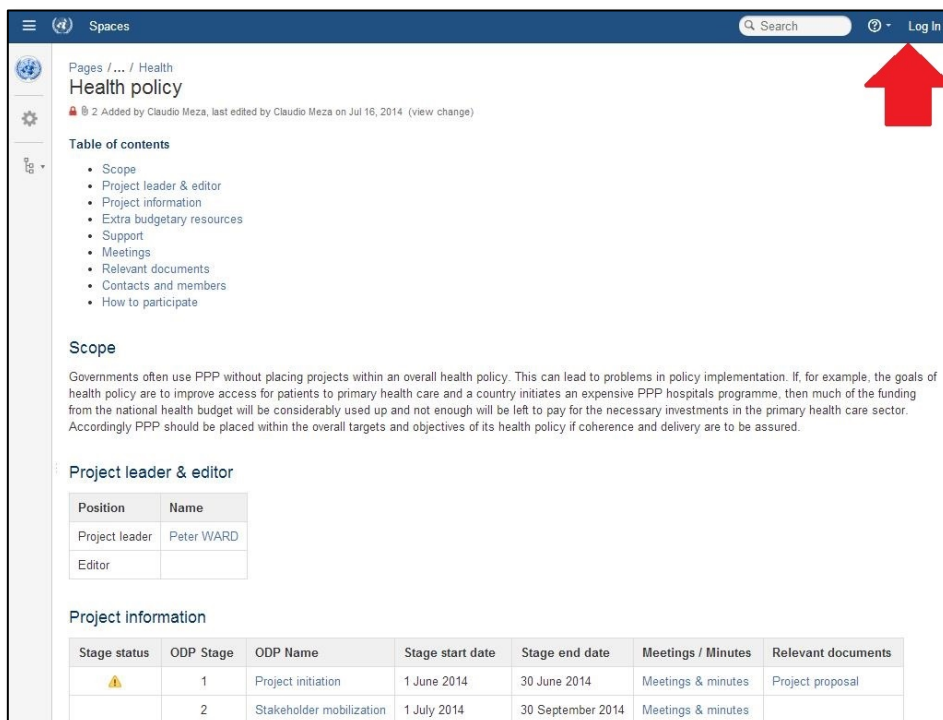
  

Project	Project name	Project leader	Support	Extra Budgetary Resources	Start date	End date	ODP 1 Project initiation	ODP 2 Stakeholder mobilization	ODP 3 Draft Development	ODP 4 Public review	ODP 5 Endorsement	ODP 6 Approval	ODP 7 Maintenance
P0002	Principles on zero tolerance to corruption in PPP procurement	Marc FRILET	1	1	01.06.2014	30.04.2015	1						
P0003	Implementing principles on zero tolerance to corruption in PPP	Syed ZADI	1	1	01.07.2014	30.04.2015	1						

Once you have selected your project, the application takes you to the project’s main page (section 3).

## 3. Project main page

Click on the **Log In** option located at the upper-right corner. Before logging-in, you may bookmark your project’s main page. This will make it easier to get back to your project by linking directly to the log-in process.



The screenshot shows the project main page for 'Health policy'. The top navigation bar includes 'Spaces', a search bar, and a 'Log In' button, which is highlighted with a red arrow. The page content includes a 'Table of contents' with links to various sections, a 'Scope' section with text, a 'Project leader & editor' section with a table, and a 'Project information' section with a table.

**Table of contents**

- Scope
- Project leader & editor
- Project information
- Extra budgetary resources
- Support
- Meetings
- Relevant documents
- Contacts and members
- How to participate

**Scope**

Governments often use PPP without placing projects within an overall health policy. This can lead to problems in policy implementation. If, for example, the goals of health policy are to improve access for patients to primary health care and a country initiates an expensive PPP hospitals programme, then much of the funding from the national health budget will be considerably used up and not enough will be left to pay for the necessary investments in the primary health care sector. Accordingly PPP should be placed within the overall targets and objectives of its health policy if coherence and delivery are to be assured.

**Project leader & editor**

Position	Name
Project leader	Peter WARD
Editor	

**Project information**

Stage status	ODP Stage	ODP Name	Stage start date	Stage end date	Meetings / Minutes	Relevant documents
1	1	Project initiation	1 June 2014	30 June 2014	Meetings & minutes	Project proposal
2	2	Stakeholder mobilization	1 July 2014	30 September 2014	Meetings & minutes	

## 4. Direct access to “Log In” process

You can arrive at this page either by following the previous steps or by directly using the login link at <https://www2.unece.org/wiki/login.action?logout=true>

If you already have an account, login into the system using your username and password. Then click the button "Log In".

Log In

Username

Password

Remember me

[Forgot your password?](#)

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Deutsch - English - Español - Français - 日本語

This Confluence installation runs a **Free Giffy License** - Evaluate the Giffy Confluence Plugin for your Wiki!

Powered by Atlassian Confluence 5.1.5, Team Collaboration Software - [Report a bug](#) - [Atlassian News](#)

## 5. Viewing pages with editing rights

When you logged in, accredited with your editing rights, the application displays the following menu at the upper-right corner.

Pages / ... / Health  
**Health policy**  
2 Added by Claudio Meza, last edited by Claudio Meza on Jul 16, 2014 (view change)

**Table of contents**

- Scope
- Project leader & editor
- Project information
- Extra budgetary resources
- Support
- Meetings
- Relevant documents
- Contacts and members
- How to participate

**Scope**

Governments often use PPP without placing projects within an overall health policy. This can lead to problems in policy implementation. If, for example, the goals of health policy are to improve access for patients to primary health care and a country initiates an expensive PPP hospitals programme, then much of the funding from the national health budget will be considerably used up and not enough will be left to pay for the necessary investments in the primary health care sector. Accordingly PPP should be placed within the overall targets and objectives of its health policy if coherence and delivery are to be assured.

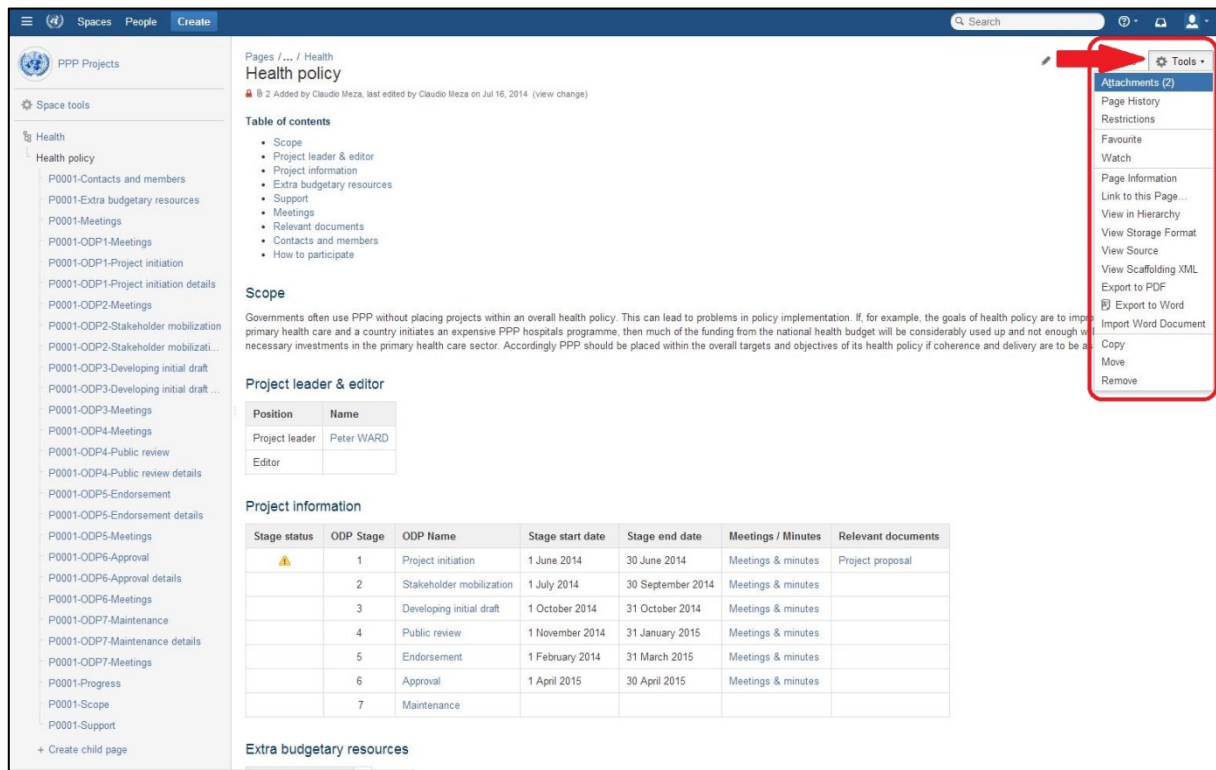
**Project leader & editor**

Position	Name
Project leader	Peter WARD
Editor	

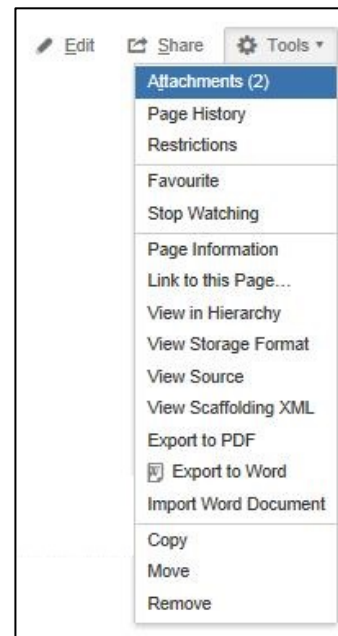
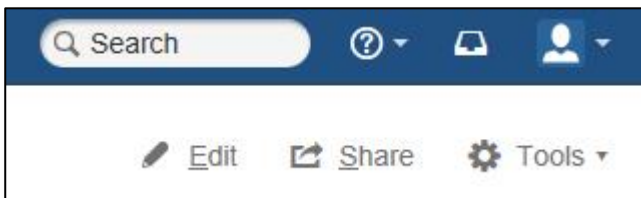
**Project information**

Stage status	ODP Stage	ODP Name	Stage start date	Stage end date	Meetings / Minutes	Relevant documents
	1	Project initiation	1 June 2014	30 June 2014	Meetings & minutes	Project proposal
	2	Stakeholder mobilization	1 July 2014	30 September 2014	Meetings & minutes	
	3	Developing initial draft	1 October 2014	31 October 2014	Meetings & minutes	
	4	Public review	1 November 2014	31 January 2015	Meetings & minutes	
	5	Endorsement	1 February 2014	31 March 2015	Meetings & minutes	
	6	Approval	1 April 2015	30 April 2015	Meetings & minutes	
	7	Maintenance				

You may click on menu option **“Tools”** to display a set of options that can be used on the current page. For instance, to attach new documents, follow-up the changes made over the page (option Watch, which keeps you informed on any change that might affect it) and/or to export its content.



If you click on the option **“Edit”**, then you initiate the editing process. See section 6.



With editing rights, the editor can modify a page, share content and use a number of available tools. See right side image.

## III. Using the Editor

### 6. Editing pages

The editing tools allow you to create and modify content on the PPP projects website. Since this website was developed using Confluence, the best place to find advice when editing pages is their Editor's Manual, which can be found at <https://confluence.atlassian.com/display/DOC/Using+the+Editor>

The structure of the PPP projects website has been created in such a way that a project editor will mostly require adding or modifying content and might rarely need modifying the structure of a page or to add private pages. If that were the case, the editor should contact the UNECE PPP web master to resolve it.

#### An editing session

You start an editing session whenever you:

- Create a new page or blog post, or add a comment.
- Edit an existing page, blog post or comment.

While in an editing session, you can also:

- Name or rename a page or blog post. Note that renaming has effects that you should consider.
- Add a comment describing the changes you made.
- Choose whether or not people watching the page get notified of the change you made.
- Add labels to the page.

Confluence automatically saves drafts of your page as you work. If another user begins editing the same page as you, Confluence will display a message, and will try to merge the changes when you save your page.

Choose **Cancel** (at the bottom of the page) if you want to end the session without saving any changes.

The session ends when you choose **Save**.



Learn about the Confluence toolbar editor at <https://confluence.atlassian.com/display/DOC/Using+the+Editor#UsingtheEditor-Toolbars>

In section 7 of this manual we explain how to edit specific PPP Project pages.

### 7. Editing PPP Projects pages

To begin editing a page, blog post and comments, or attach documents, you should first access the page on which you will work on.




#### 7.1 How to edit Project main page


Editing project's main page is only allowed to add/modify content to columns "Stage status", "Meeting/Minutes", and "Relevant documents" within the **Project information** table. Other fields should be updated by the PPP Projects website's Administrator.



### 7.1.1 STAGE STATUS

To define the status of the development of any stage ('**Stage status**' column), use the set of characters defined in the table below and enter it into the relevant cell representing the project stage.

Status	Characters	Symbol
In progress	(!)	
Finalized	(/)	
Closed	(x)	

For instance, type a forward slash in round brackets and autocomplete will convert it as you type to the corresponding symbol  (*Finalized*).

### 7.1.2 MEETINGS/MINUTES

To define a new set of meetings and their agendas and minutes for a given ODP stage its relevant cell under column **Meetings/Minutes** has to be activated. The wording "**Meetings & Minutes**" should be used (without quotes).

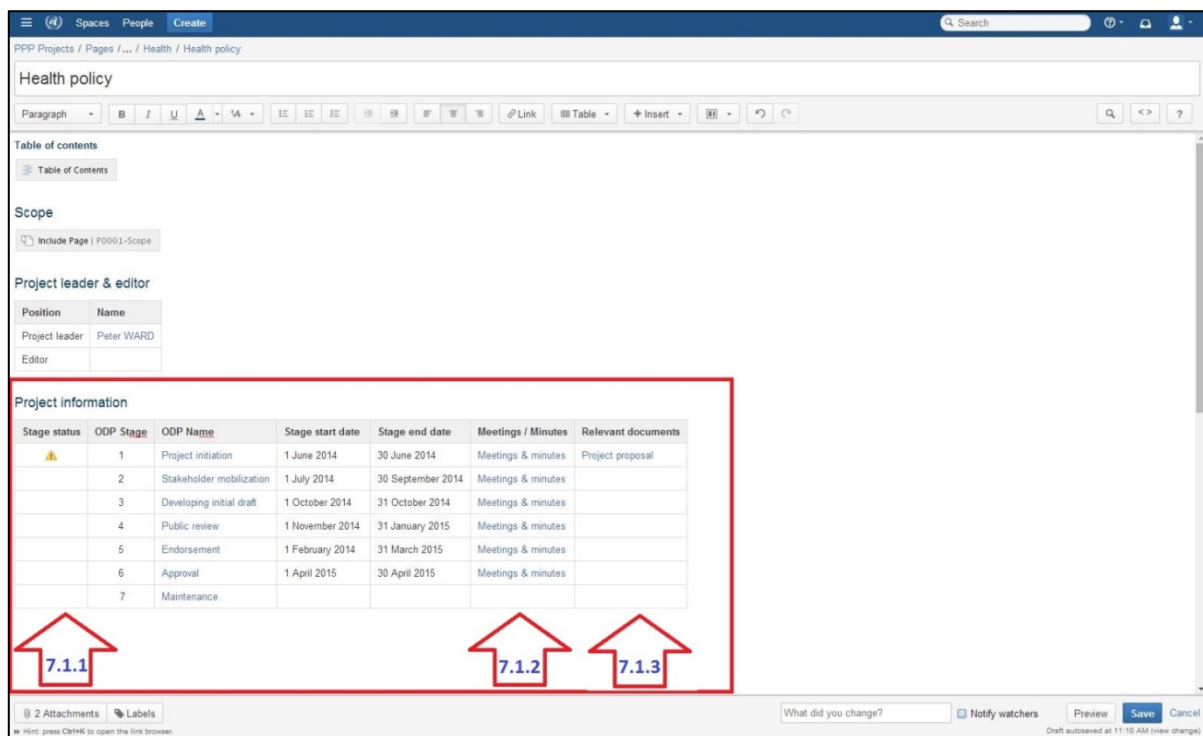
With text "Meeting & Minutes" in the cell, use this text to link it to the pre-formatted page "**Pid-ODPstage-Meetings**", where '**id**' represents the project ID assigned to the project and '**stage**' represents the stage in which the meetings take place.

For example, "**P0001-ODP2-Meetings**" stands for the name of the page that will store every meeting of **P0001** project during the development of stage **2**.


### 7.1.3 RELEVANT DOCUMENTS

This column is reserved to list the most relevant documents produced or referred to at stage ODP**stage**. They should be linked with a direct link to the document that has been already attached to the page following the steps described in section 7.13.

See <https://confluence.atlassian.com/display/DOC/Working+with+Links>



The screenshot shows a Confluence page editor for a page titled "Health policy". The main content area contains a "Project information" table. The table is highlighted with a red border. Below the table, three red arrows point to the first three columns, labeled "7.1.1", "7.1.2", and "7.1.3" respectively.

Stage status	ODP Stage	ODP Name	Stage start date	Stage end date	Meetings / Minutes	Relevant documents
	1	Project initiation	1 June 2014	30 June 2014	Meetings & minutes	Project proposal
	2	Stakeholder mobilization	1 July 2014	30 September 2014	Meetings & minutes	
	3	Developing initial draft	1 October 2014	31 October 2014	Meetings & minutes	
	4	Public review	1 November 2014	31 January 2015	Meetings & minutes	
	5	Endorsement	1 February 2014	31 March 2015	Meetings & minutes	
	6	Approval	1 April 2015	30 April 2015	Meetings & minutes	
	7	Maintenance				



## 7.2 How to edit ODP1 Project initiation details page

The screenshot shows a web browser interface for a project page titled "P0001-ODP1-Project initiation". The page is part of a "Health policy" space. The main content area is titled "Project initiation" and contains a "Table of contents" with the following items:

- Table of contents
- 1. Project purpose
- 2. Project scope
- 3. Project deliverables
- 4. Geographical focus
- 5. Project team membership and required functional expertise
- 6. Project leadership
- 7. Resource requirements
- 8. Timetable

The first section, "1. Project purpose", contains the following text:

The purpose of the project is to develop a UNECE Standard on best practice in relation to the management of Public-Private Partnership (PPP) programmes in the healthcare sector, under which capital investment in healthcare infrastructure (hospitals, clinics, etc.) is funded using commercial finance repaid over a long-term (>10-year) concession period. The project aims to improve universal access to good quality healthcare by providing guidance on the transparent and efficient delivery of PPP programmes that will support the health (and fiscal) policy of governments.

Version: 1.0

The second section, "2. Project scope", contains the following text:

There is rapidly growing demand globally for healthcare services. Changing casemix, scientific and technological developments and increasing patient demand is driving a growing need for investment in healthcare systems and infrastructure to meet the Sustainable Development Goals. Many governments – particularly those with low or middle income – have limited capital reserves available to respond to that need. To address this challenge a number of governments have turned to PPP programmes to access commercial funding for capital projects under contracts for the design, construction, financing and management of the new facilities. In many cases the scope of the programmes have also included services such as cleaning and catering, and clinical services.

Governments have implemented a wide range of PPP programmes in the healthcare sector, with different objectives and diverse outcomes. This project aims to provide guidance in the development and implementation of a healthcare PPP policy which supports and is consistent with governments' existing health and fiscal policies.

The project will assess different models of PPP in the healthcare sector using feedback from markets where PPP programmes have been established, and recommend best practice for the establishment and management of robust PPP programmes. It is anticipated that this guidance will be provided under six categories related to the use of PPP in the health sector:

- Overall health policy and legislative framework.

## 7.3 How to edit ODP2 Stakeholder mobilization details page

The screenshot shows a web browser interface for a project page titled "P0001-ODP2-Stakeholder mobilization". The page is part of a "Health policy" space. The main content area is titled "Stakeholder mobilization" and contains a "Table of contents" with the following items:

- 1. Objectives
  - Project purpose
  - Project scope
- 2. References

The first section, "1. Objectives", contains the following text:

**Project purpose**

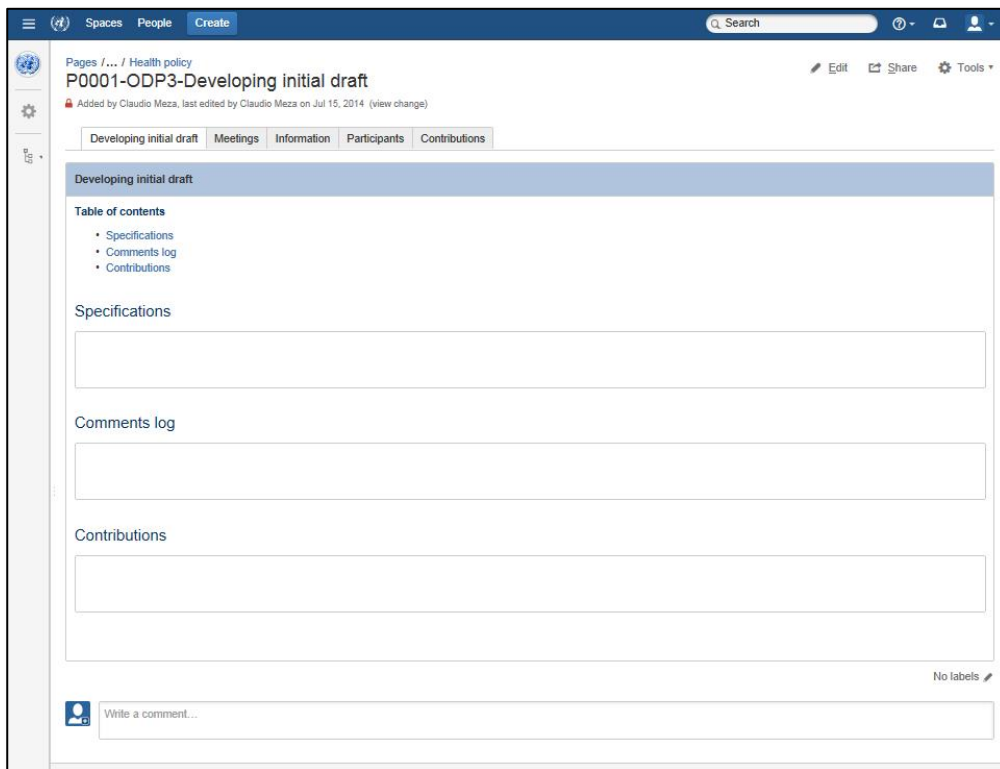
The purpose of the project is to develop a UNECE Standard on best practice in relation to the management of Public-Private Partnership (PPP) programmes in the healthcare sector, under which capital investment in healthcare infrastructure (hospitals, clinics, etc.) is funded using commercial finance repaid over a long-term (>10-year) concession period. The project aims to improve universal access to good quality healthcare by providing guidance on the transparent and efficient delivery of PPP programmes that will support the health (and fiscal) policy of governments.

**Project scope**

There is rapidly growing demand globally for healthcare services. Changing casemix, scientific and technological developments and increasing patient demand is driving a growing need for investment in healthcare systems and infrastructure to meet the Sustainable Development Goals. Many governments – particularly those with low or middle income – have limited capital reserves available to respond to that need. To address this challenge a number of governments have turned to PPP programmes to access commercial funding for capital projects under contracts for the design, construction, financing and management of the new facilities. In many cases the scope of the programmes have also included services such as cleaning and catering, and clinical services.

Governments have implemented a wide range of PPP programmes in the healthcare sector, with different objectives and diverse outcomes. This project aims to provide guidance in the development and implementation of a healthcare PPP policy which supports and is consistent with governments' existing health and fiscal policies.

## 7.4 How to edit ODP3 Developing initial draft details page



## 7.5 How to edit ODP4 Public review details page

Follow steps described in section 7.4.

## 7.6 How to edit ODP5 Endorsement details page

Follow steps described in section 7.4.

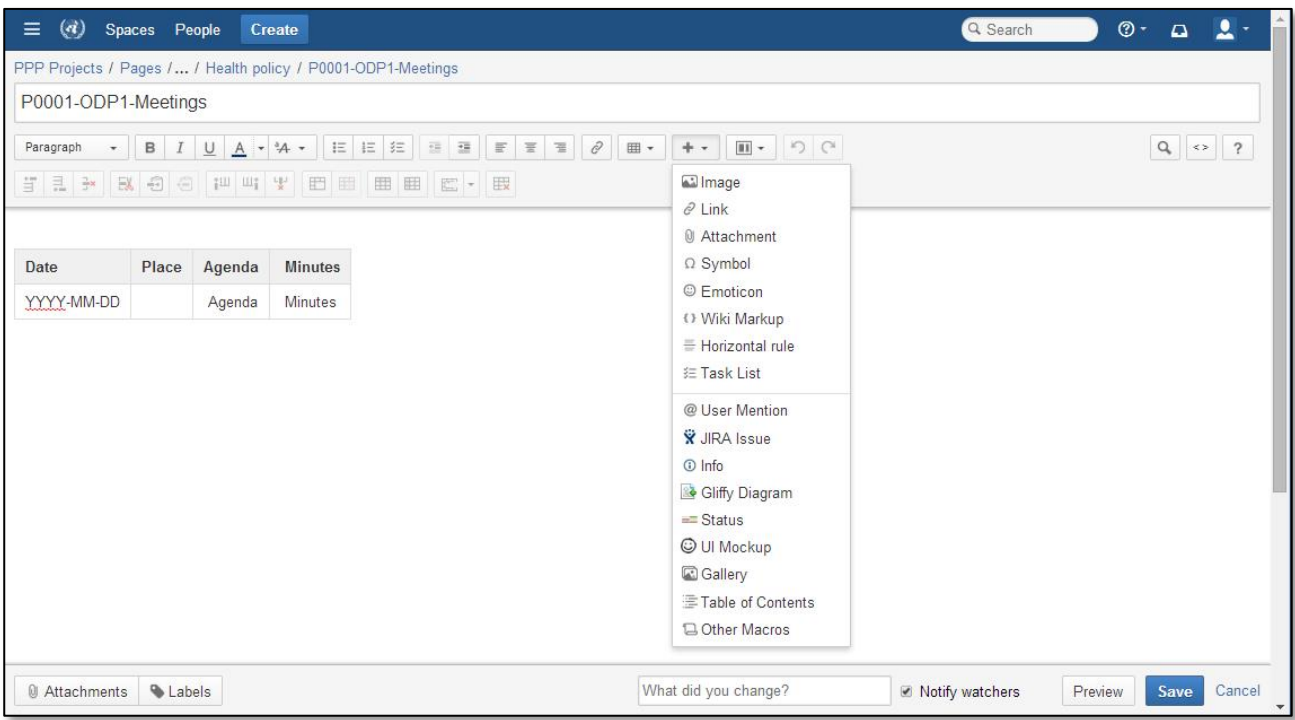
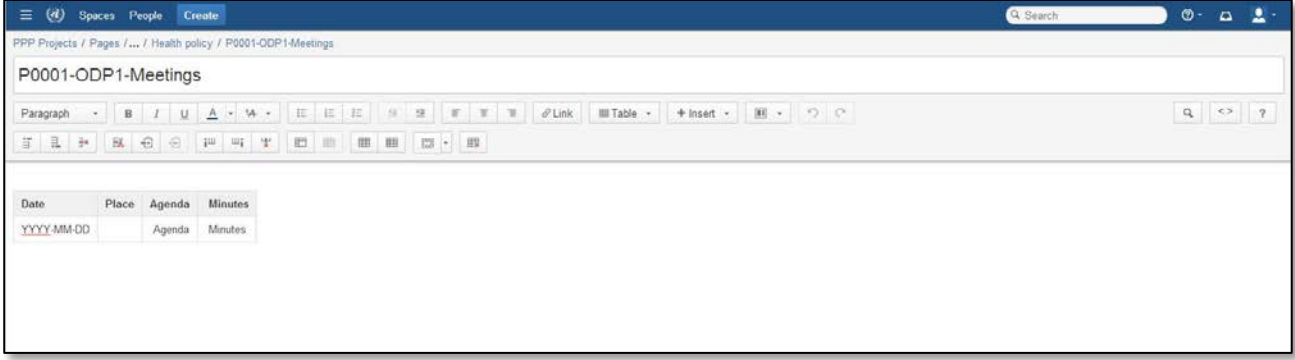
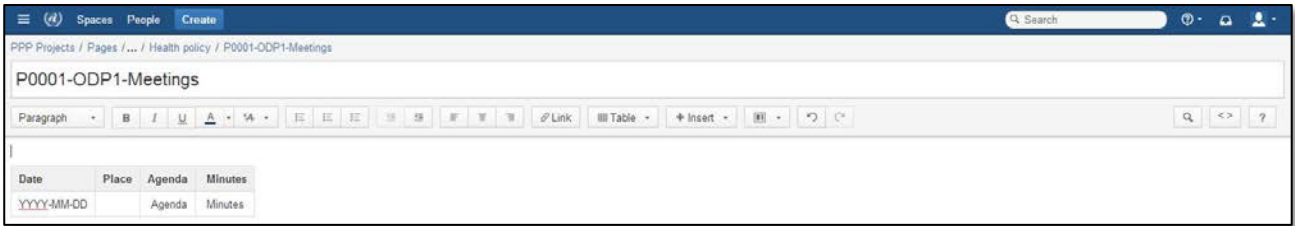
## 7.7 How to edit ODP6 Approval details page

Follow steps described in section 7.4.

## 7.8 How to edit ODP7 Maintenance details page

Follow steps described in section 7.4.

## 7.9 How to edit ODP Meetings page



## 7.10 How to edit Project support page

To edit the information in a “*Project support*” page:

1. Select page *Pid*-Support page.
2. Choose **Edit** from the menu.
3. Go to the relevant cell and fill-in with content.
4. Choose **Save**.

PPP Projects / Pages / ... / Health policy / P0001-Support

P0001-Support

Country	Focal Point	Organization / Company
Belarus		
Netherlands		
Russian Federation		
Turkey		

Attachments Labels What did you change?  Notify watchers Preview Save Cancel

## 7.11 How to edit Project extra budgetary resources page

To edit the information in a “*Project extra budgetary resources*” page:

1. Select page *Pid*-Extra budgetary resources page.
2. Choose **Edit** from the menu.
3. Go to the relevant cell and fill-in with content.
4. Choose **Save**.

PPP Projects / Pages / ... / Health policy / P0001-Extra budgetary resources

P0001-Extra budgetary resources

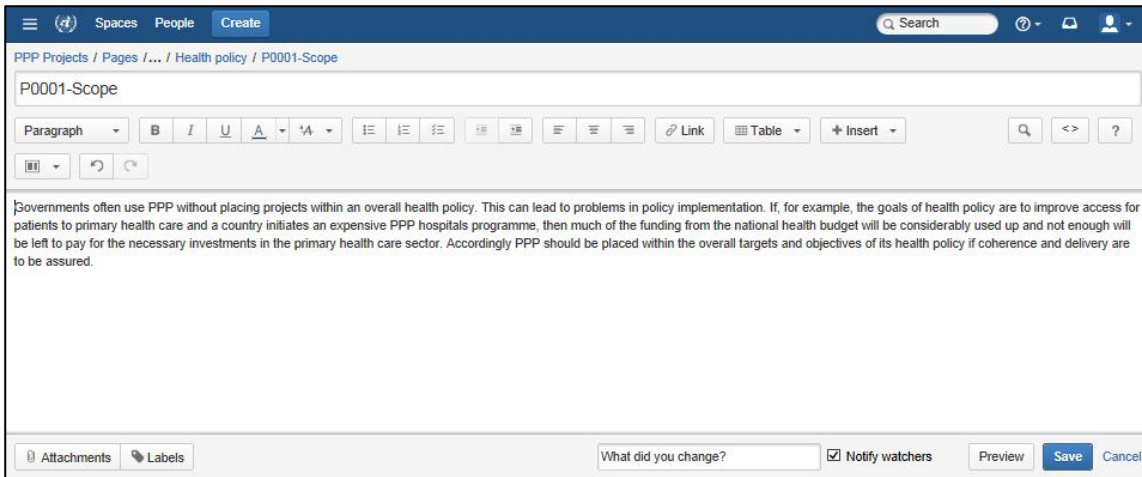
Trust Fund Amount	Description	Budget Summary

Attachments Labels What did you change?  Notify watchers Preview Save Cancel

## 7.12 How to edit Project scope page

To edit the information in a “**Project scope**” page:

1. Select page **Pid-Scope** page.
2. Choose **Edit** from the menu.
3. Enter or modify the text - this is the text that will appear on the page. If this field is left blank, there will be no content in the page.
4. Choose **Save**.



## 7.13 How to attach files

An attachment is any file that is included with your page. Examples of attachments are screenshots, photographs, other images, Word documents, presentations, PDF documents, videos and sound files. Attachments are useful when you want to share information that exists in another file format.

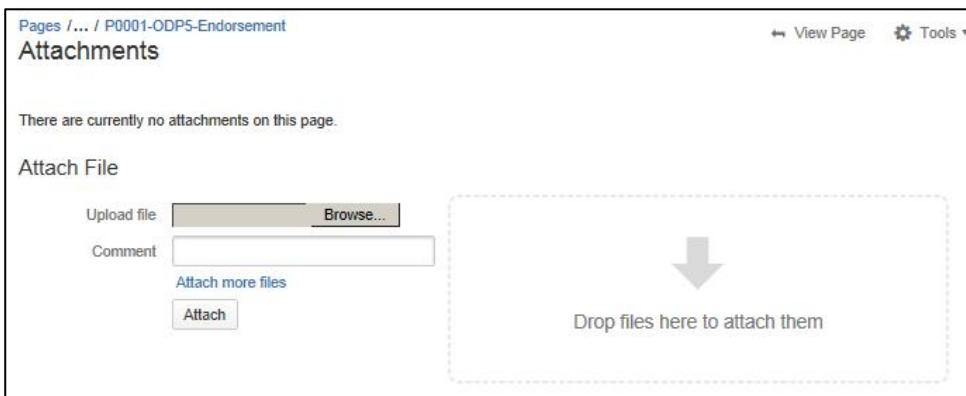
The first step is to view (visit) the page to which you want to attach files.

To attach a file to a page from the computer's (or network's) file system, select **Tools** from the upper right menu:

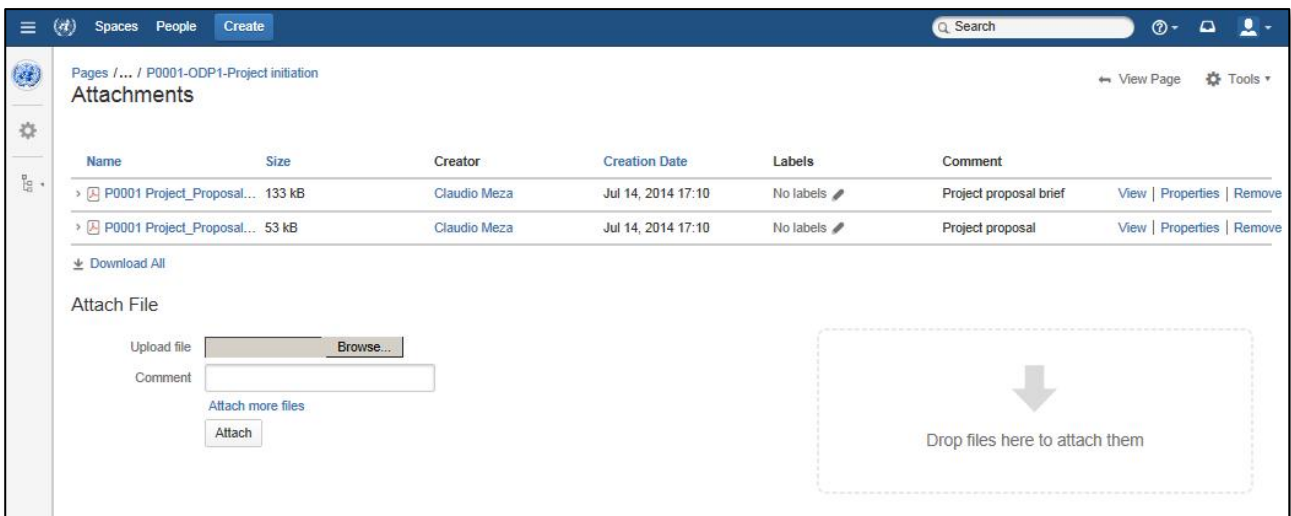


1. Choose **Tools > Attachments**.
2. Choose **Browse** and navigate to the file.
3. Select the file and click **Open**.
4. Add a descriptive comment for the file (optional).
5. Choose **Attach more files** if required.
6. Choose **Attach**.

You can attach one file at a time. You cannot attach a folder of files.



The full list of files attached to a page is displayed in the following way:



## Notes

The attachments are listed only in the page to which they have been uploaded to. Therefore, if there is a need to display an attachment in pages other than the original recipient, you must go through the attachment process for each of the pages. Nevertheless, the attached file may be linked from any other page within the space.

To maintain consistency within PPP Projects website and if a document is relevant to a specific project stage, attach the file to the project's main page (project's name page) and also attach it to the specific page ODP **stage "Information"** tab (Pid-ODP**stage**-Project Stage). If the document corresponds to a meeting

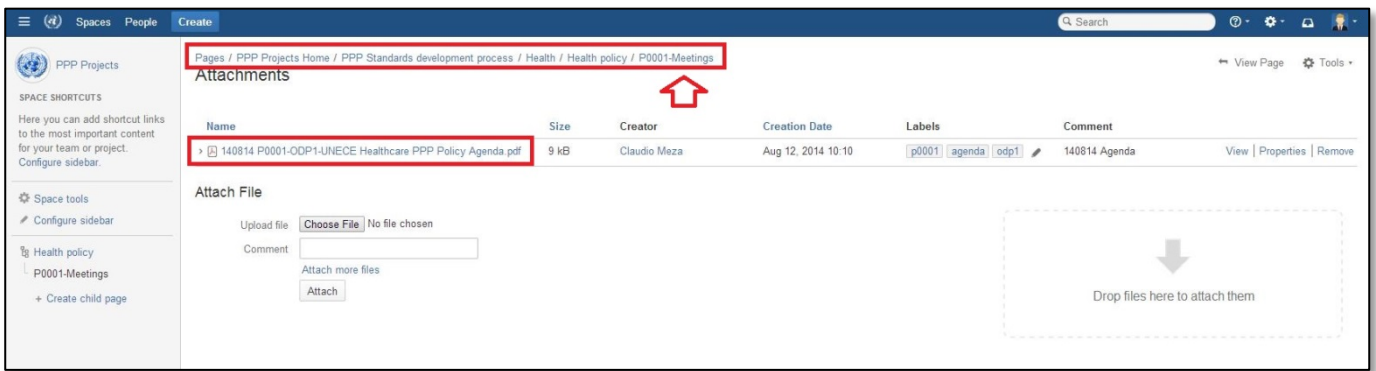


Agenda or Minutes, attach it to the project’s meetings page (*Pid*-Meetings). If the document or URL is consider a good reference for readers, attach it or mention it in page “*Pid*-References”.

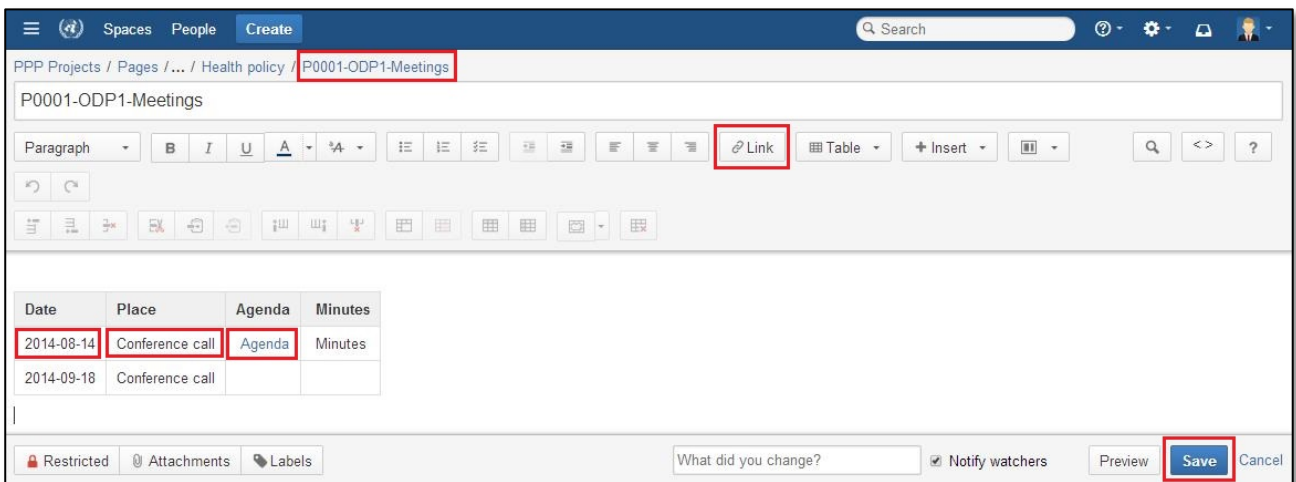
### 7.14 Example: How to attach and link to attachments

Attaching the new Agenda “*P0001-ODP1-20140814-Agenda*” to Project *P0001*, stage *ODP-1*. Follow similar steps to attach Minutes of a meeting.

1. Go to page “*P0001-Meetings*”.
2. Select **Tools** from the upper right menu.
3. Choose **Tools > Attachments**.
4. Choose **Browse** and navigate to the file (“*P0001-ODP1-20140814-Agenda*”).
5. Select the file and click **Open**.
6. Add a descriptive comment for the file (optional).
7. Choose **Attach**.



8. Go to page “*P0001-ODP1-Meetings*”.
9. Select **Edit** from the upper right menu.
10. Go to the relevant cell and fill-in with content: **date, place of the meeting**.
11. In column “**Agenda**” enter ‘Agenda’
12. Select word ‘Agenda’.
13. Click **Link** on the editor toolbar.



14. Select one of these options:

*Search* – to search for and link to the file attached to “*P0001-ODP1-Meetings*” page.

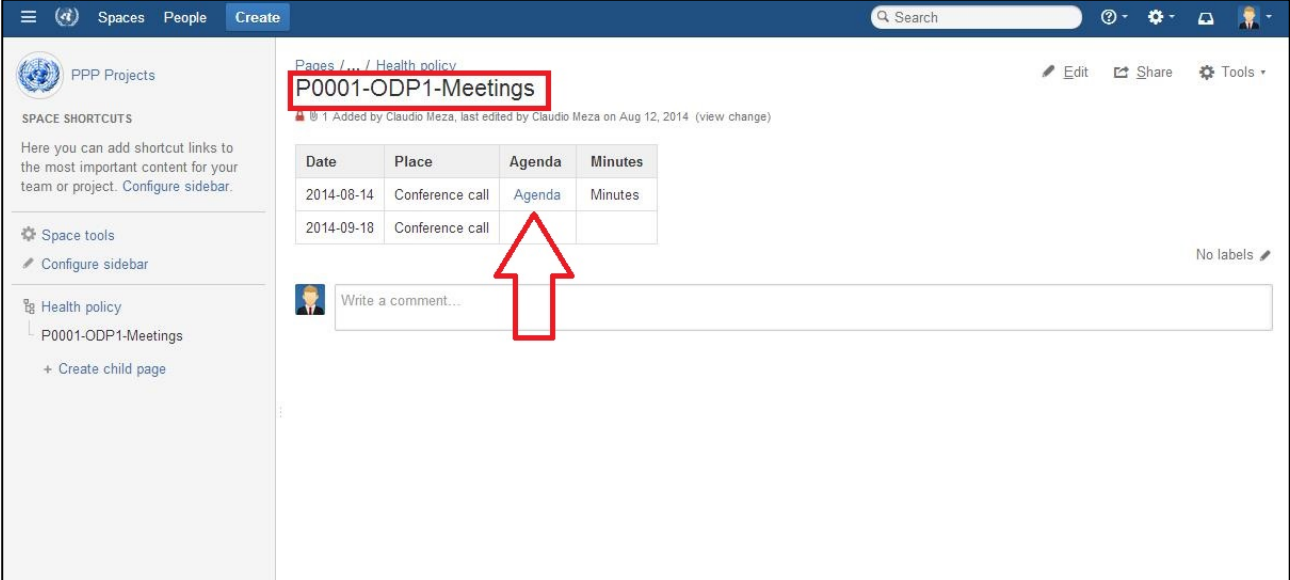


*Attachments* – to link to the file “**P0001-ODP1-20140814-Agenda**” attached to “**P0001-ODP1-Meetings**” page.

For more tips see <https://confluence.atlassian.com/display/CONF51/Linking+to+Attachments>

15. Click **Insert** to add the link.

16. Choose **Save**.



The screenshot shows a Confluence page titled "P0001-ODP1-Meetings" under the "Health policy" space. The page content includes a table with the following data:

Date	Place	Agenda	Minutes
2014-08-14	Conference call	Agenda	Minutes
2014-09-18	Conference call		

A red arrow points to the "Agenda" column of the table. Below the table is a comment box with the text "Write a comment...". The left sidebar shows the page hierarchy: "Health policy" > "P0001-ODP1-Meetings" > "+ Create child page".