



UNITED NATIONS  
ECONOMIC COMMISSION FOR EUROPE

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# **Guidelines on Editing**

## **PPP Projects website**

(Version 1.0, 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>

Editor Guidelines: [PPP Projects website - Editor Guidelines](#)

## 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>



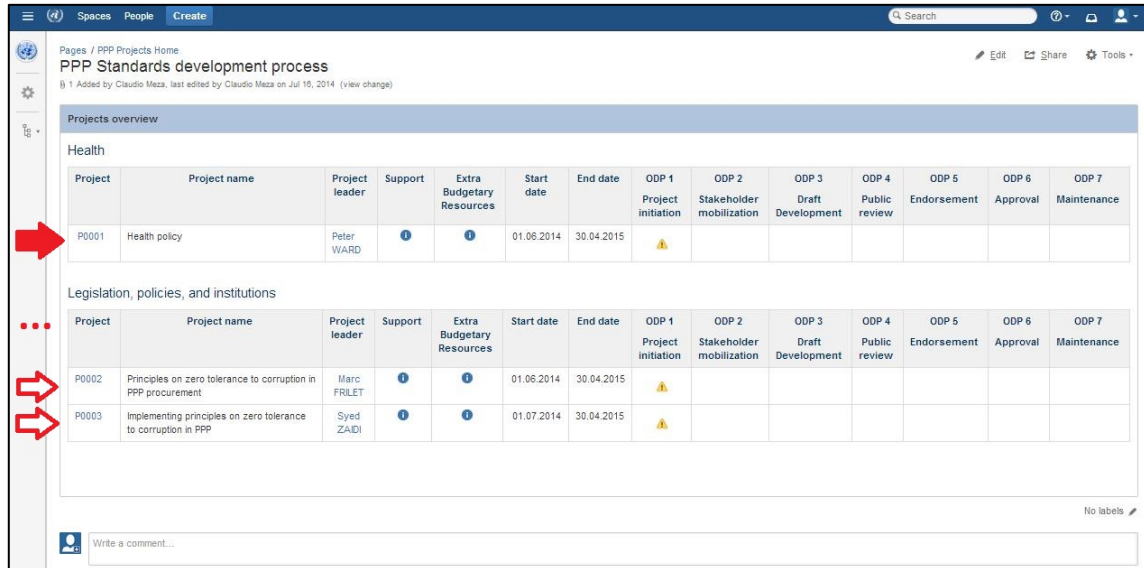
The screenshot shows the UNECE website interface. The main content area is titled "PPP Home" and includes a large image of a road. The left sidebar contains a navigation menu with a red arrow pointing to the "Meetings and Events" section. The right sidebar contains a calendar for July 2014 and a "Current issue" section.

<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.



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	⚠						

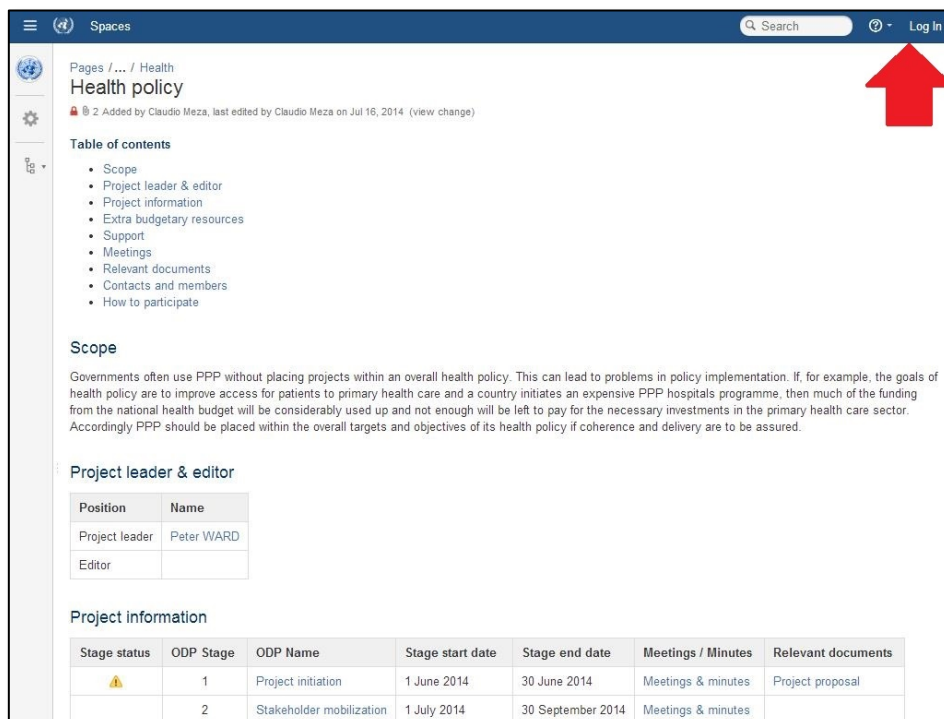
  

Project	Project name	Project leader	Support	Extra Budgetary Resources	Start date	End date	ODP 1 Project initiation	ODP 2 Stakeholder mobilization	ODP 3 Draft Development	ODP 4 Public review	ODP 5 Endorsement	ODP 6 Approval	ODP 7 Maintenance
P0002	Principles on zero tolerance to corruption in PPP procurement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

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.



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	

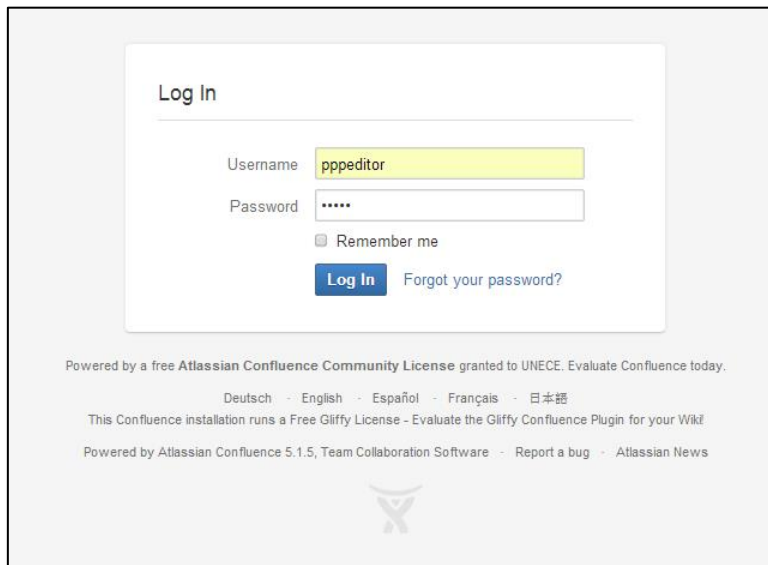
**Project information**

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	

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

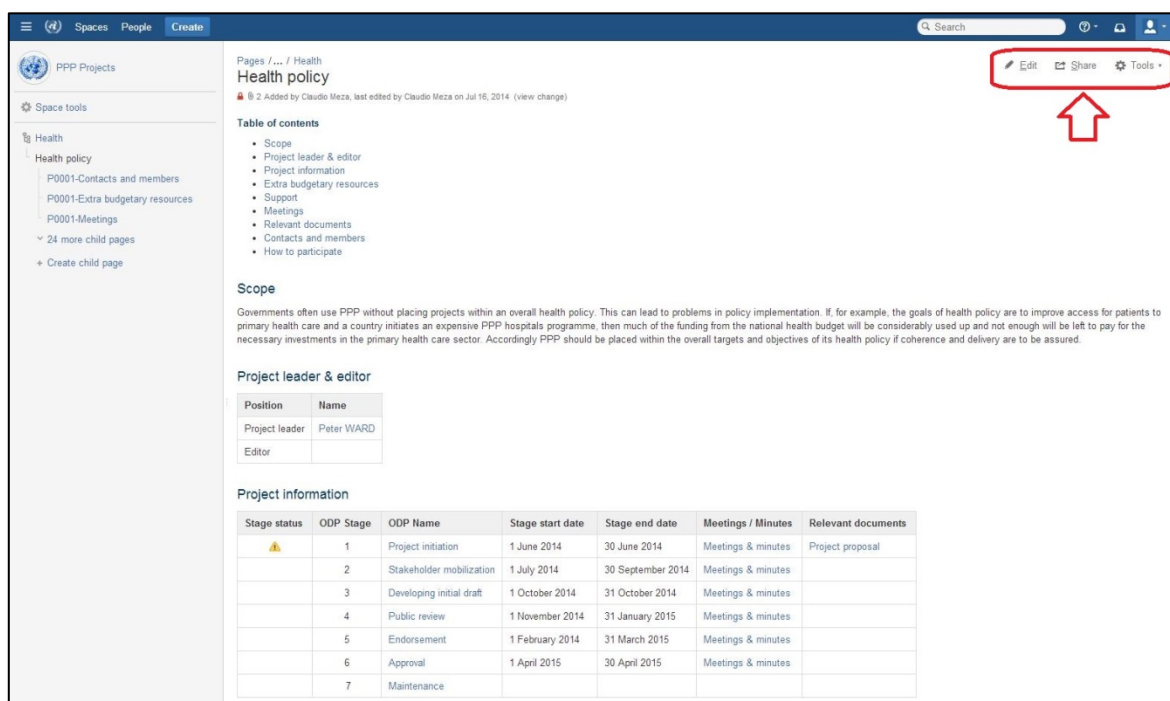
You can arrive at this page either by following the previous steps or by directly using the login link at <https://www2.unece.org/wiki/login.action?logout=true>

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



## 5. Viewing pages with editing rights

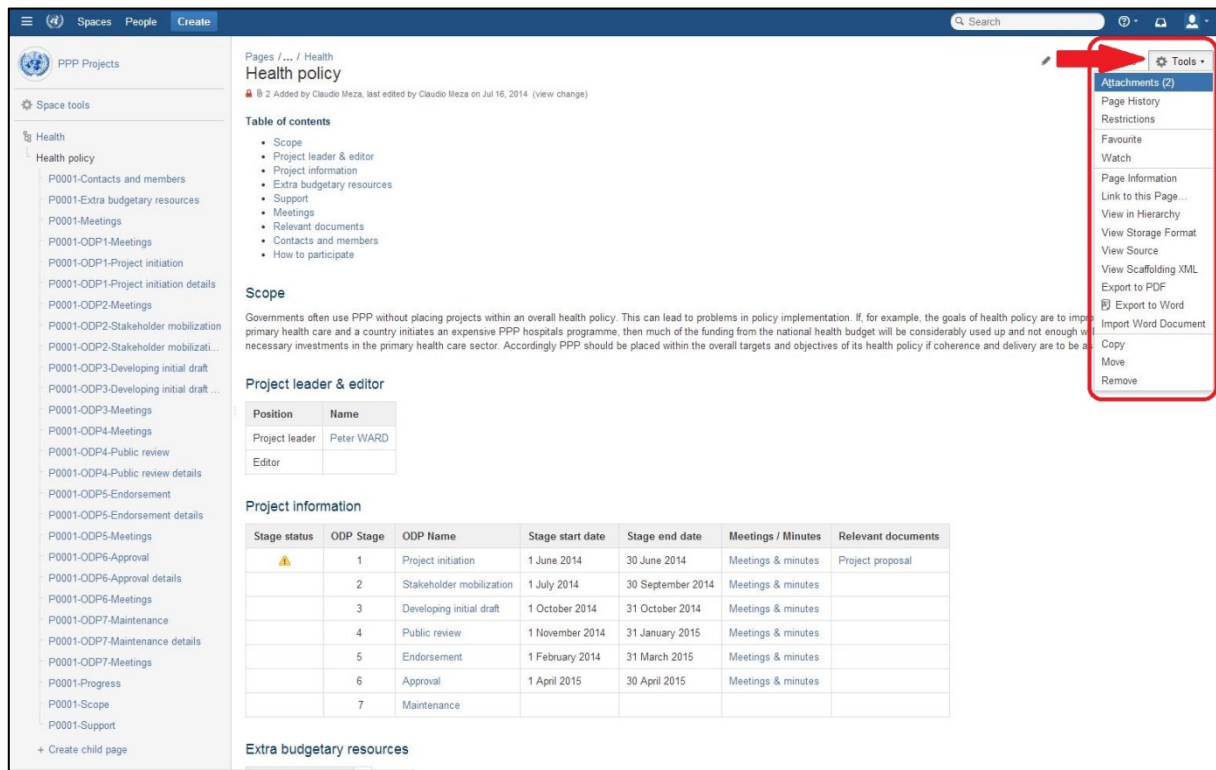
When you logged in, accredited with your editing rights, the application displays the following menu at the upper-right corner.



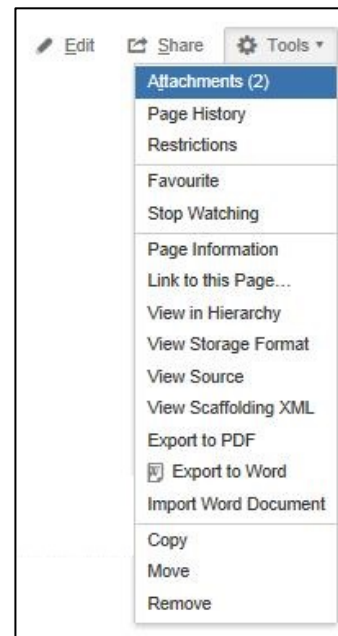
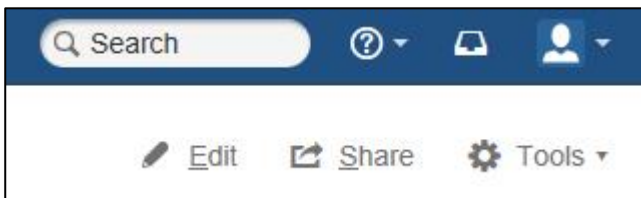
Position	Name
Project leader	Peter WARD
Editor	

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 the 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).

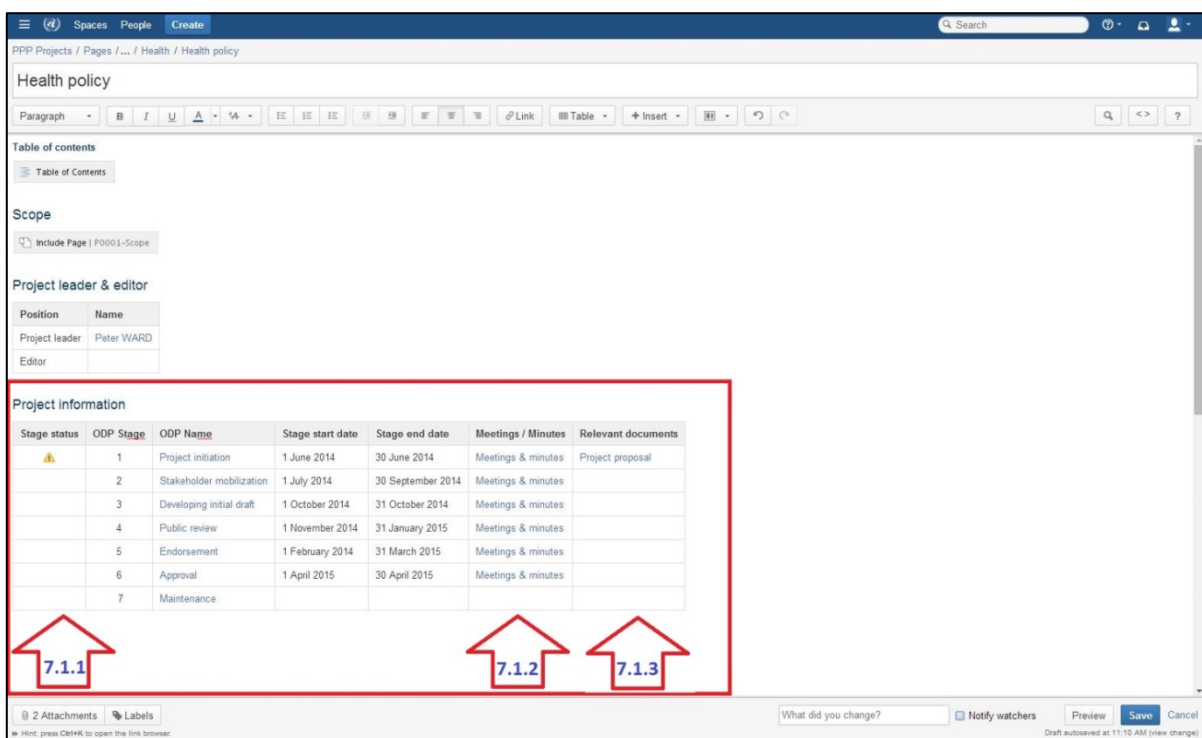
With text “Meeting & Minutes” in the cell, use this text to link it to the pre-formatted page “**Pid-ODPstage-Meetings**”, where ‘**id**’ represents the project ID assigned to the project and ‘**stage**’ represents the stage in which the meetings take place.

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 has the following structure:

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				

Red arrows point to the first three columns of the table, labeled 7.1.1, 7.1.2, and 7.1.3 respectively.

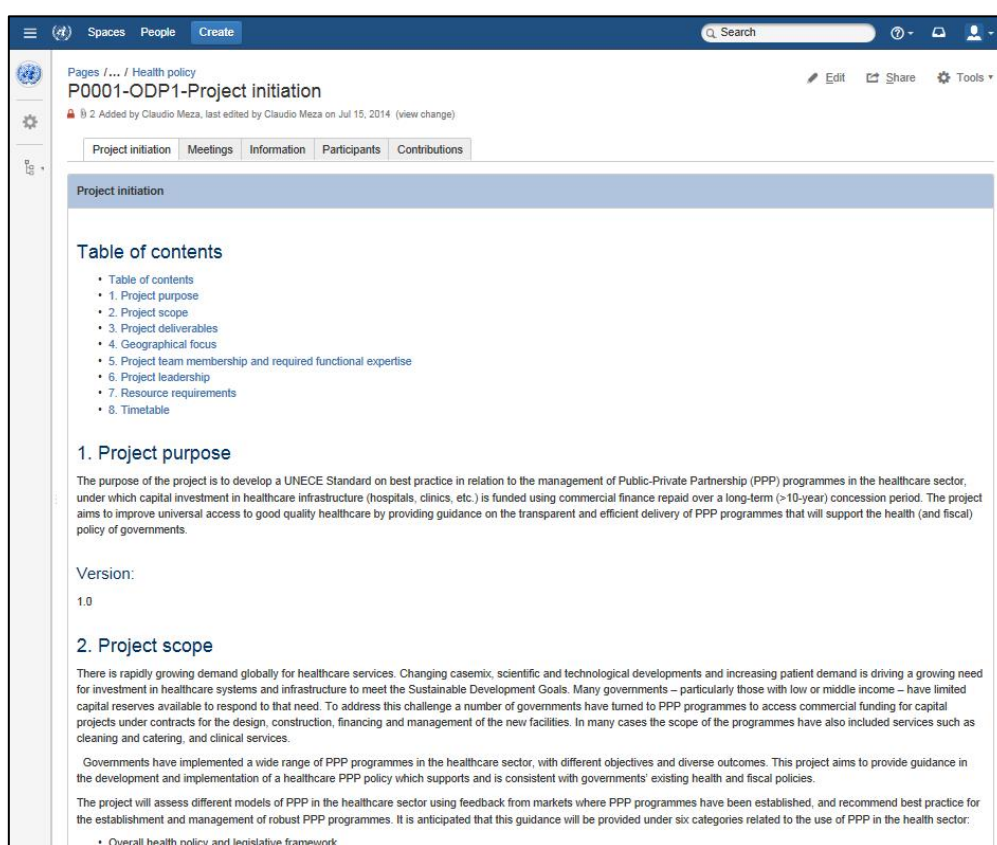


## 7.2 How to edit ODP1 Project initiation details page

This page collects information contained in the PPP project proposal, such as purpose, scope, list of deliverables, resource requirements, estimated development schedule, etc. The information in this page is normally prepared by the UNECE secretariat based on the original project proposal submitted by a project team with the support of at least three member states.

To edit content in an “*ODP1 Project initiation details*” page, follow the steps below:

1. Select page “*Pid-ODP1-Project initiation details*”.
2. Choose **Edit** from the menu.
3. Go to the relevant section and enter/edit content.
4. Choose **Save**.

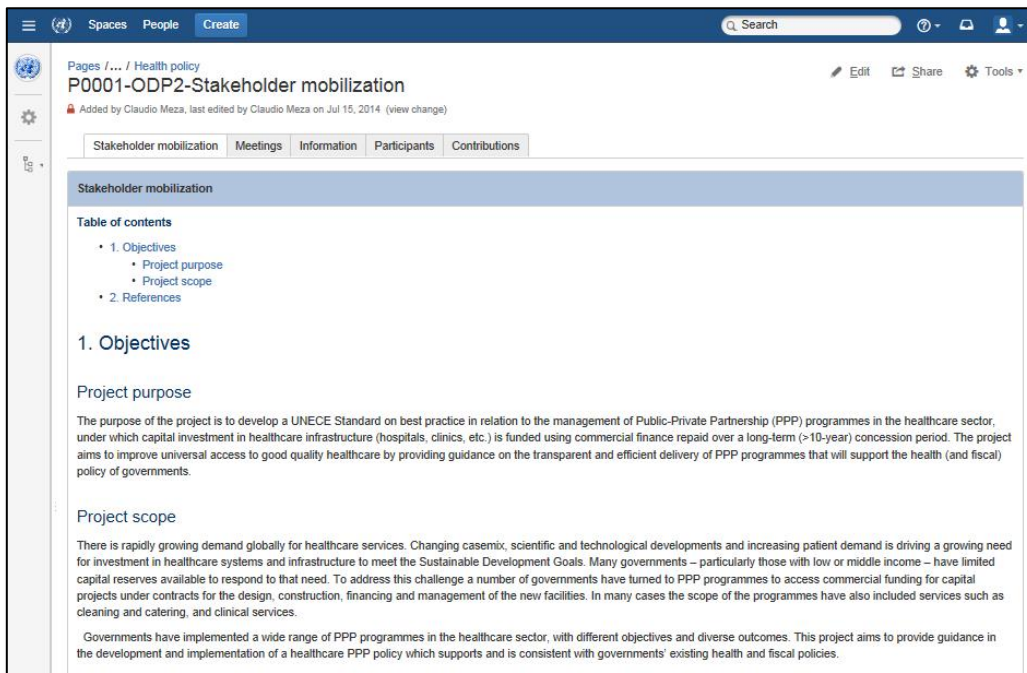


## 7.3 How to edit ODP2 Stakeholder mobilization details page

This page collects information of activities developed by the Team Leader and UNECE secretariat to mobilize a network of all key stakeholders in order to set up a project team. The UNECE secretariat prepares the primary page by selecting sections scope and purpose from the project proposal.

To edit content in an “*ODP2 Stakeholder mobilization details*” page, follow the steps below:

1. Select page “*Pid-ODP2-Stakeholder mobilization details*”.
2. Choose **Edit** from the menu.
3. Go to the relevant section and enter/edit content.
4. Choose **Save**.

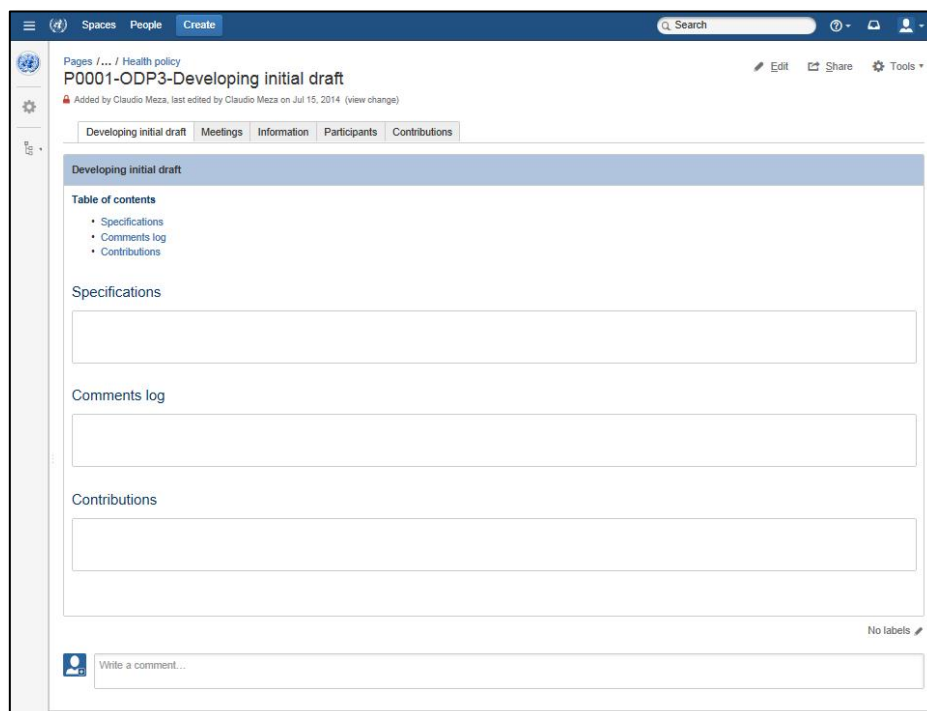


## 7.4 How to edit ODP3 Developing initial draft details page

This page collects information of activities that conduct to the first project draft prepared by the Project Team. The draft will be reviewed by the PPP Business Advisory Board (BAB). Following feedback from the BAB the draft will be circulated for a public review.

To edit content in an “*ODP3 Developing initial draft details*” page, follow the steps below:

1. Select page “*Pid-ODP3-Developing initial draft details*”.
2. Choose **Edit** from the menu.
3. Go to the relevant section and enter/edit content.
4. Choose **Save**.



## 7.5 How to edit ODP4 Public review details page

This page collects all the comments received from countries and stakeholders during the public review stage, which need to be taken into account, be properly logged in and registered, with the Project Team's responses.

To edit content in an "**ODP4 Public review details**" page, follow the steps below:

1. Select page "**Pid-ODP4-Public review details**".
2. Choose **Edit** from the menu.
3. Go to the relevant section and enter/edit content.
4. Choose **Save**.

## 7.6 How to edit ODP5 Endorsement details page

This page collects information of activities related to submission and recommendation for endorsement of the draft standard prepared by the Project Team.

To edit content in an "**ODP5 Endorsement details**" page, follow the steps below:

1. Select page "**Pid-ODP5-Endorsement details**".
2. Choose **Edit** from the menu.
3. Go to the relevant section and enter/edit content.
4. Choose **Save**.

## 7.7 How to edit ODP6 Approval details page

This page collects information of activities related to the review and approval of the final draft standard.

To edit content in an "**ODP6 Approval details**" page, follow the steps below:

1. Select page "**Pid-ODP6-Approval details**".
2. Choose **Edit** from the menu.
3. Go to the relevant section and enter/edit content.
4. Choose **Save**.

## 7.8 How to edit ODP7 Maintenance details page

This page collects information of activities related to revisions that take account of new developments after the recommendation/standard has been published.

To edit content in an "**ODP7 Maintenance details**" page, follow the steps below:

1. Select page "**Pid-ODP7-Maintenance details**".
2. Choose **Edit** from the menu.
3. Go to the relevant section and enter/edit content.
4. Choose **Save**.

## 7.9 How to edit ODP Meetings page

To edit information of a meeting at specific ODP stage, follow the steps below:

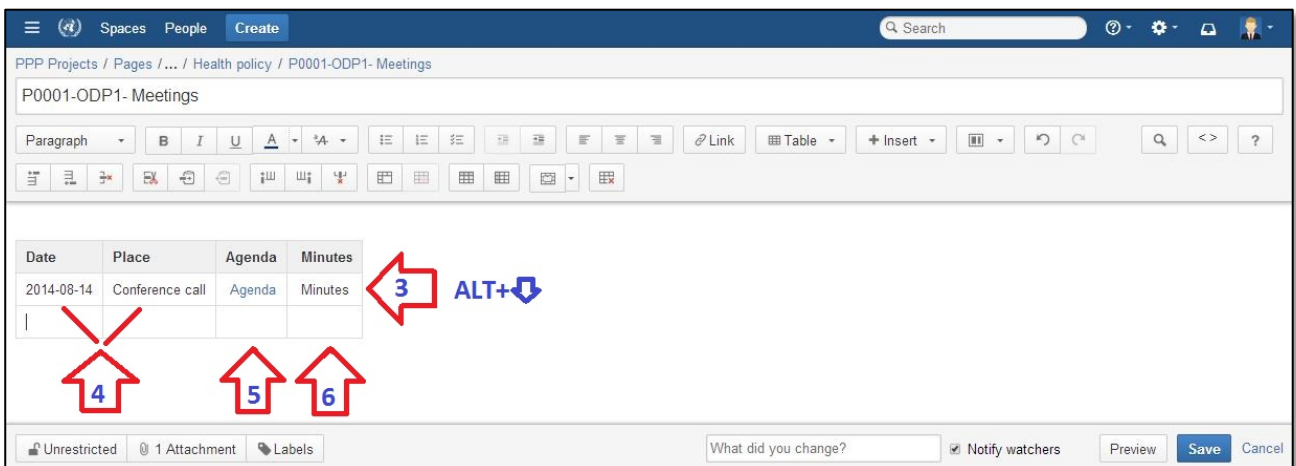
'*id*' represents the ID assigned to the project and '*stage*' represents the ODP stage in which the meetings take place.

### 7.9.1 CREATING A NEW MEETING

1. From the left menu select page "*Pid*-ODP*stage*-Meetings".



2. Select **Edit** from the upper right menu.
3. If a new meeting needs to be created, click on the last row of the table and press **ALT+↓** (You may also use the options appearing in the upper menu).
4. Go to the relevant cell and fill-in with content: **date, place of the meeting, agenda and/or minutes**.
5. If you need to create an entry for an agenda, enter the word 'Agenda' under column "**Agenda**".
6. If you need to create an entry for the minutes, enter the word 'Minutes' under column "**Minutes**".

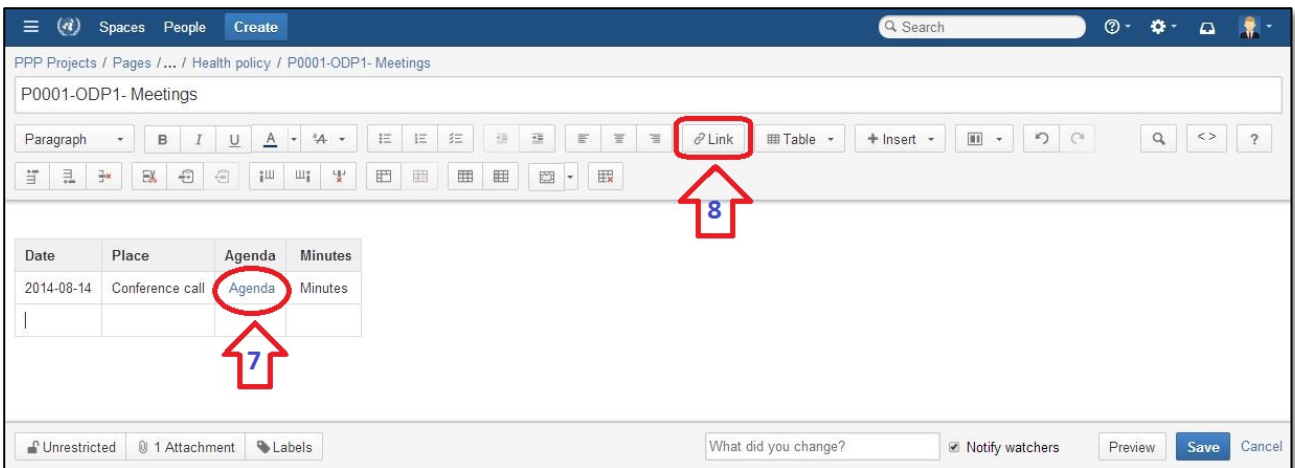


### 7.9.2 ATTACHING AGENDA OR MINUTES TO A MEETING



It is assumed that the Agenda or Minutes document has been previously attached to page *Pid*-Meetings (see section 7.13).

7. Select the word 'Agenda' (or 'Minutes') by clicking on it from recently created cell.
8. Click **Link** on the editor toolbar, and then the Search tab.



9. Select one of these options:

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

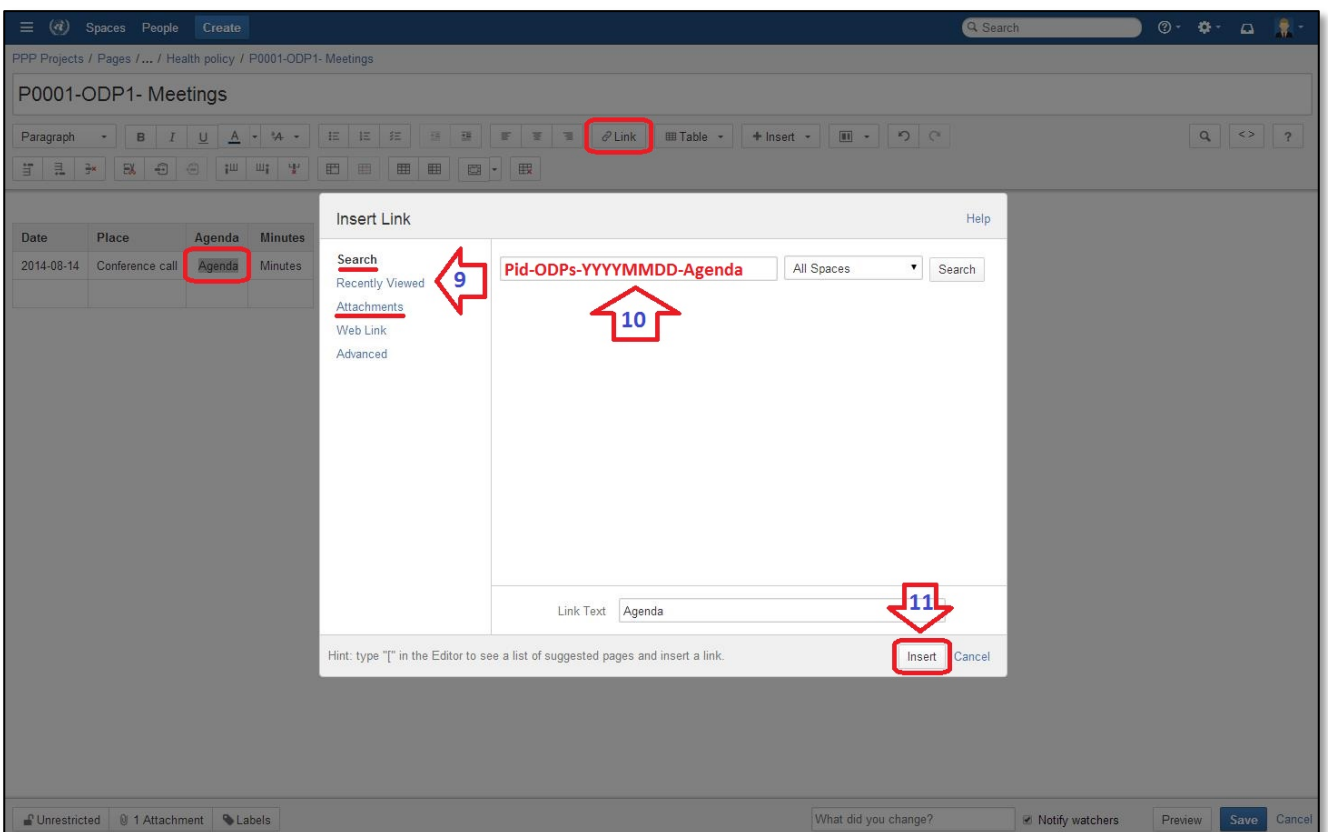
*Attachments* – to link to the file “Pid-ODPstage-YYYYMMDD-Agenda” attached to “Pid-Meetings” page. Replace ‘Agenda’ by ‘Minutes’ depending on the case.

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

10. Click the required file in the list or the search results.

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

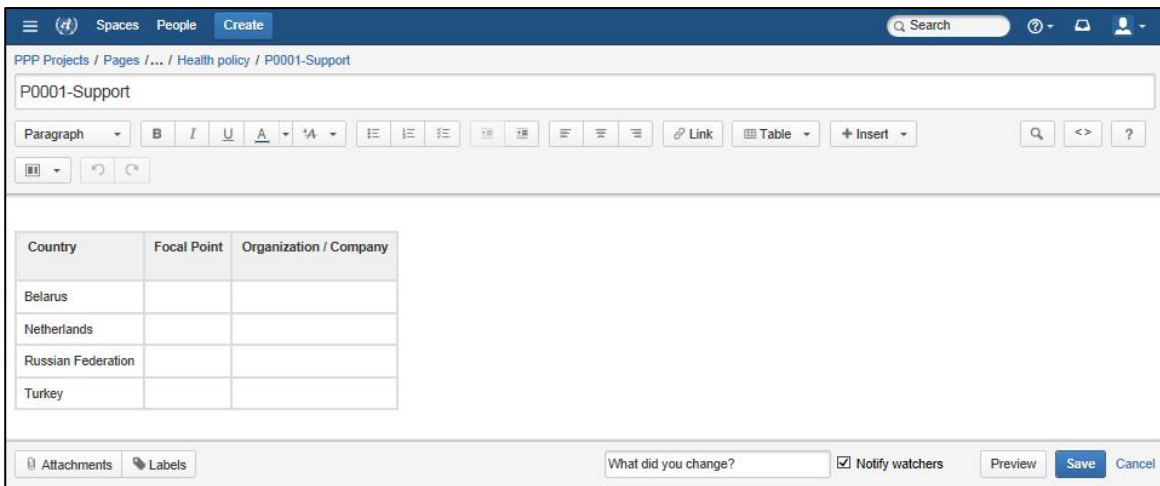
12. Choose **Save**.



## 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**.



The screenshot shows the 'P0001-Support' page editor. The breadcrumb trail is 'PPP Projects / Pages / ... / Health policy / P0001-Support'. The page title is 'P0001-Support'. The editor toolbar includes options for Paragraph, Bold (B), Italic (I), Underline (U), Text color (A), Background color (A), Bulleted list, Numbered list, Indent, Outdent, Link, Table, and Insert. The main content area contains a table with the following data:

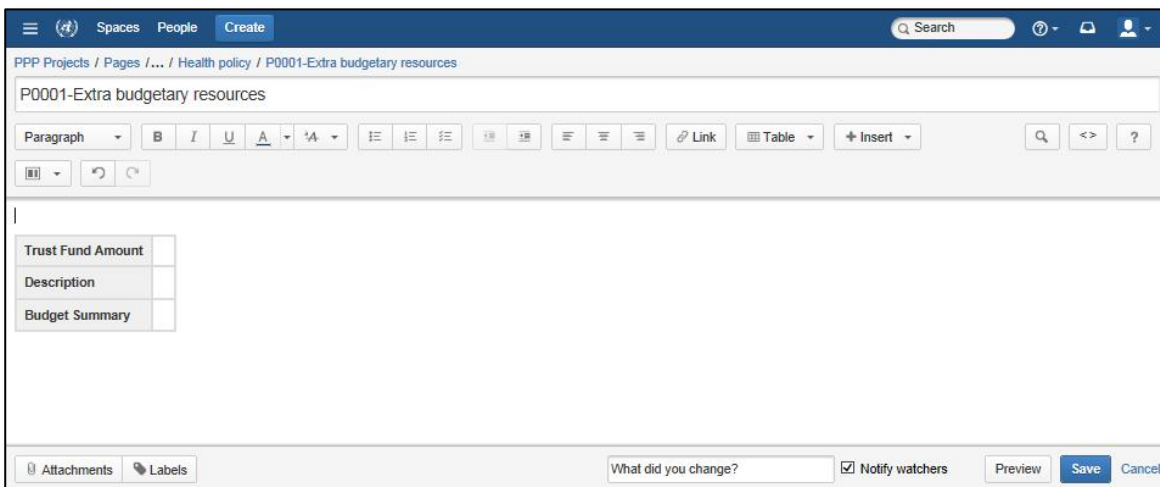
Country	Focal Point	Organization / Company
Belarus		
Netherlands		
Russian Federation		
Turkey		

At the bottom, there are buttons for Attachments, Labels, a 'What did you change?' text box, a checked 'Notify watchers' checkbox, and 'Preview', 'Save', and 'Cancel' buttons.

## 7.11 How to edit Project extra budgetary resources page

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

13. Select page *Pid*-Extra budgetary resources page.
14. Choose **Edit** from the menu.
15. Go to the relevant cell and fill-in with content.
16. Choose **Save**.



The screenshot shows the 'P0001-Extra budgetary resources' page editor. The breadcrumb trail is 'PPP Projects / Pages / ... / Health policy / P0001-Extra budgetary resources'. The page title is 'P0001-Extra budgetary resources'. The editor toolbar is identical to the previous screenshot. The main content area contains a table with the following data:

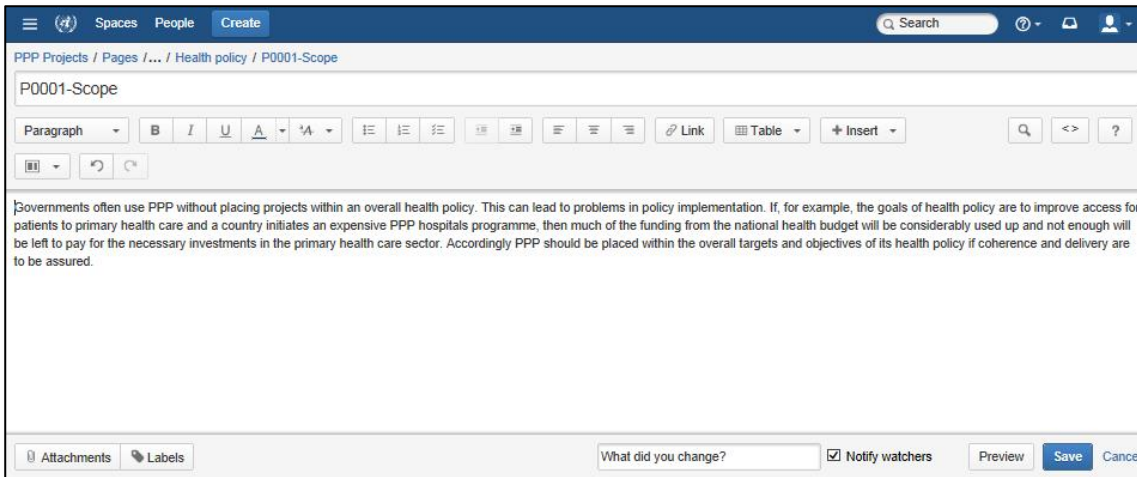
Trust Fund Amount	
Description	
Budget Summary	

At the bottom, there are buttons for Attachments, Labels, a 'What did you change?' text box, a checked 'Notify watchers' checkbox, and 'Preview', 'Save', and 'Cancel' buttons.

## 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 content that will appear on the page. If this field is left blank, there will be no content in the page.
4. Choose **Save**.

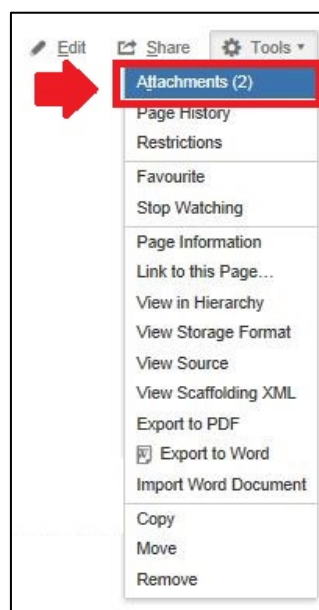


## 7.13 How to attach files

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.

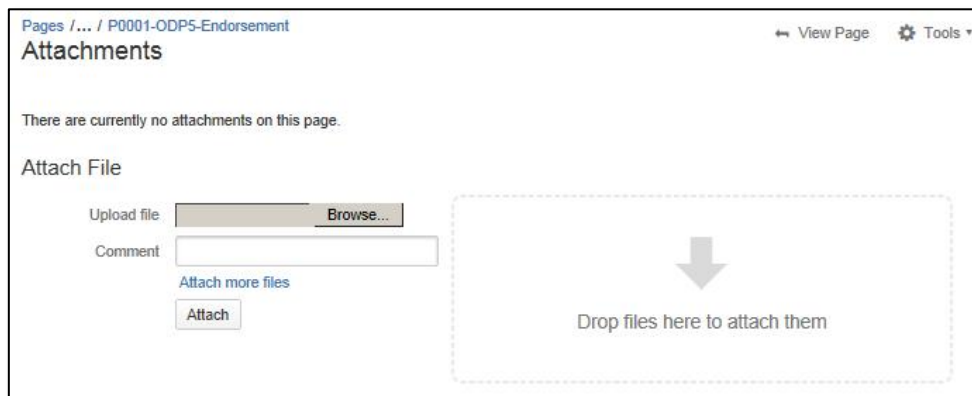
The first step is to view (visit) the page to which you want to attach files.

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

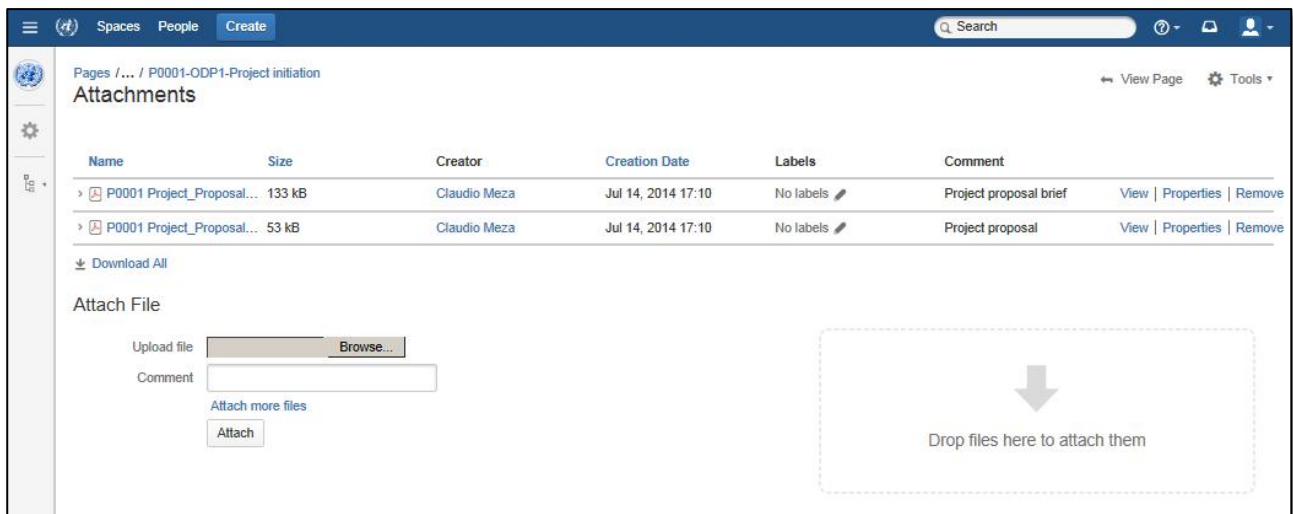


1. Choose **Tools > Attachments**.
2. Choose **Browse** and navigate to the file.
3. Select the file and click **Open**.
4. Add a descriptive comment for the file (optional).
5. Choose **Attach more files** if required.
6. Choose **Attach**.

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

1. The attachments are listed only in the page to which they have been uploaded. Therefore, if there is a need to display an attachment in pages other than the original recipient page, you must go through the attachment process for each of the pages. Nevertheless, the attached file can be linked from any other page within the space.
2. To maintain consistency within the PPP Projects website space and if a document is also relevant to a specific project stage, attach the file to the project's main page (project's name page, for instance



'**Health policy**' page) and also attach it to the specific ODP **stage "Information"** tab page (**Pid-ODPstage-Project Stage name**, for instance '**P0001-ODP1-Project initiation**' page).

3. If the document corresponds to a meeting Agenda or Minutes, attach it to the project's meetings page (**Pid-Meetings**). For meeting Agendas and Minutes document's name use the following filename structure:

'**Pid-ODPstage-YYYYMMDD-Document**', where:

- 'id': Represents the ID assigned to the project.
- 'stage': ODP stage in which the meeting takes place.
- YYYYMMDD: Date when the meeting takes place.
- Document: Use 'Agenda' or 'Minutes' depending on the type of document.

4. 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.

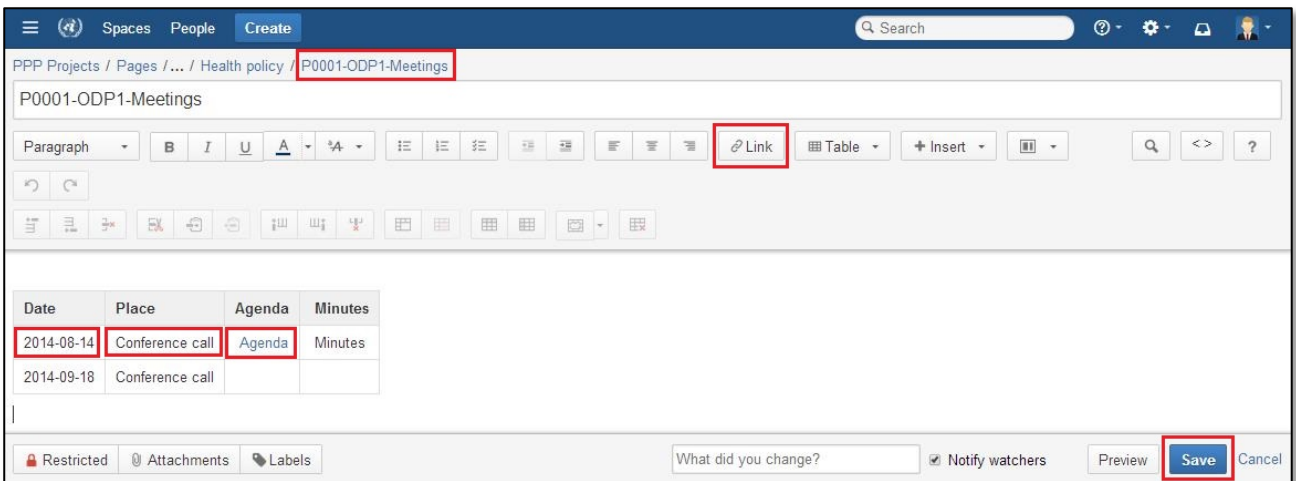
1. Go to page "**P0001-Meetings**".
2. Select **Tools** from the upper right menu.
3. Choose **Tools > Attachments**.
4. Choose **Browse** and navigate to the file ("**P0001-ODP1-20140814-Agenda**").
5. Select the file and click **Open**.
6. Add a descriptive comment for the file (optional).
7. Choose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

The screenshot shows the Confluence interface for the 'P0001-Meetings' page. The breadcrumb trail at the top reads: 'Pages / PPP Projects Home / PPP Standards development process / Health / Health policy / P0001-Meetings'. The 'Attachments' section displays a table with the following data:

Name	Size	Creator	Creation Date	Labels	Comment
> 140814 P0001-ODP1-UNECE Healthcare PPP Policy Agenda.pdf	9 kB	Claudio Meza	Aug 12, 2014 10:10	p0001 agenda odp1	140814 Agenda

Below the table, there is an 'Attach File' section with an 'Upload file' button (labeled 'Choose File'), a 'Comment' text box, and an 'Attach' button. To the right, there is a dashed box with a downward arrow and the text 'Drop files here to attach them'.

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-Meetings**” page.

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

