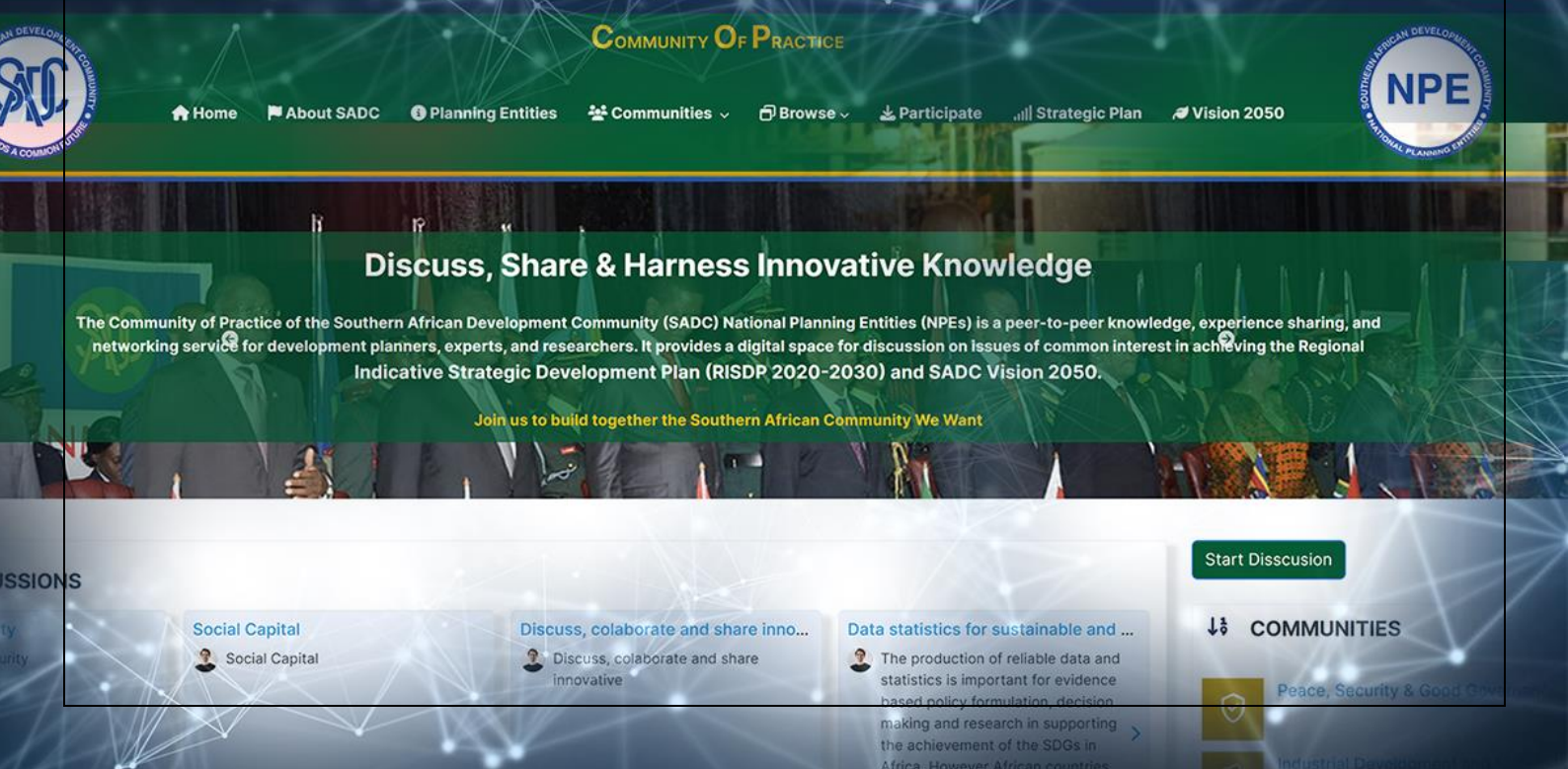
USER MANUAL
Community of Practice (CoP)



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1 OVERVIEW

The Community of Practice (CoP) platform of the Southern African Development Community (SADC) National Planning Entities (NPEs) is a peer-to-peer knowledge facilitation, experience sharing, and networking service for development planners, experts, and researchers. It provides a digital space for discussion on issues of common interest in achieving the Regional Indicative Strategic Development Plan (RISDP 2020-2030) and SADC Vision 2050, including Peace, Security, and Governance; Industrial Development and Marketing Integration; Infrastructure Development in support of regional Integration; Social and Human Capital Development; and Gender, Youth, Environment, and Climate Change.

This manual provides step-by-step instructions on how to participate by starting or contributing to discussions, collaborating on common projects, share and access valuable knowledge resources. The objective is to support you in leveraging the platform's tools to discuss and share knowledge on common development issues and challenges across SADC member states and in achieving the RISDP 2020-2030, SADC vision 2050, and other regional, continental and global development agendas.

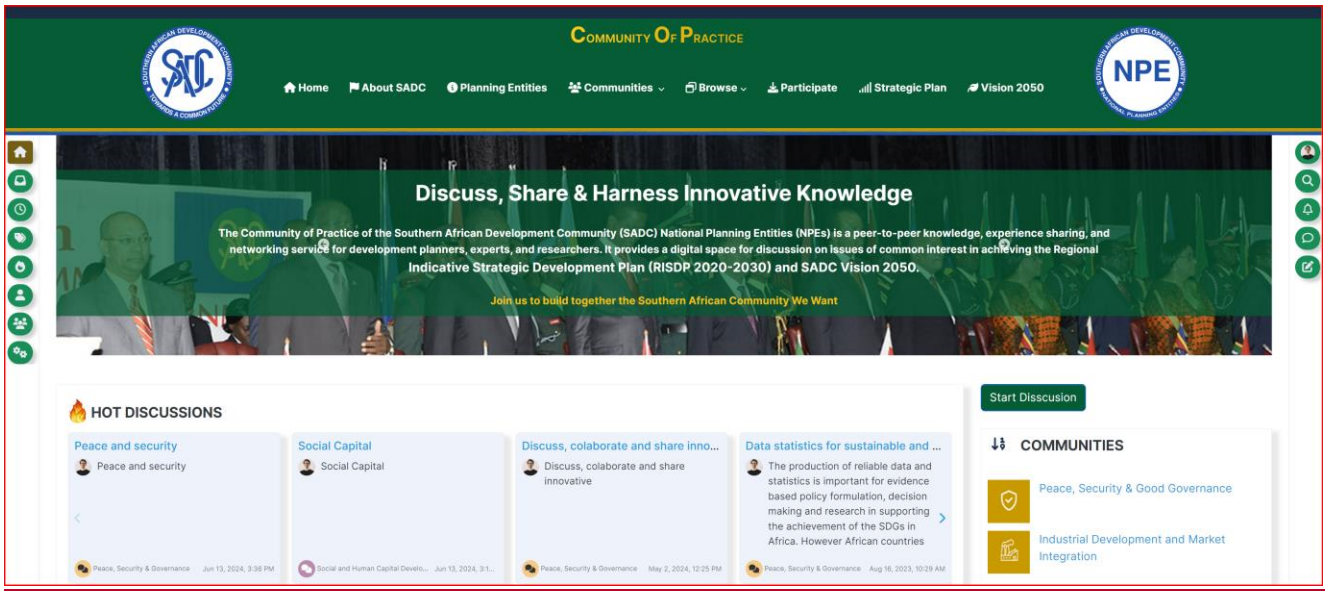
We encourage you to explore this manual, familiarize yourself with the platform's features and functions, and engage actively in the vibrant communities or discussion forums to maximize the benefits of this knowledge collaborative space.

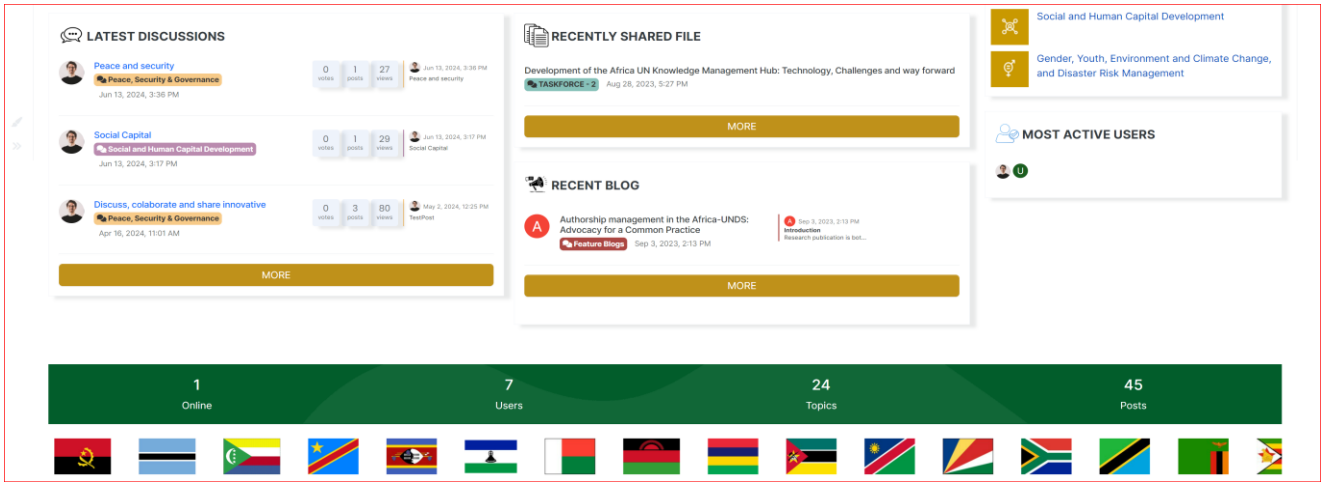
1.1 PURPOSE

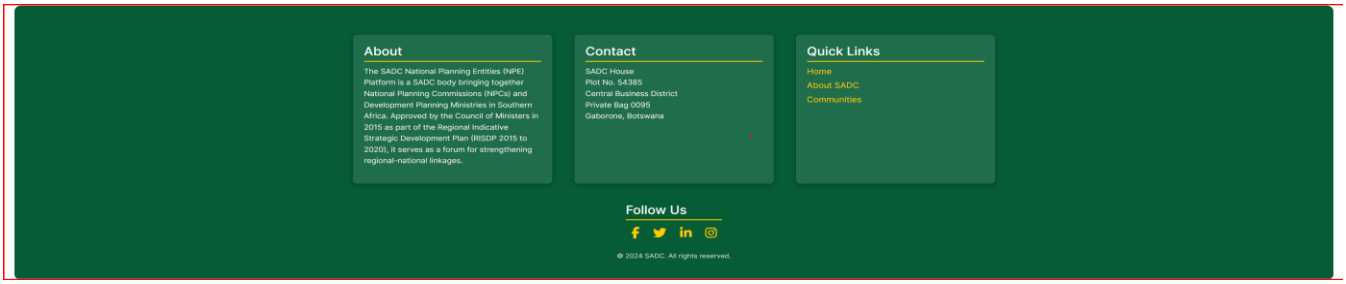
This manual offers comprehensive step-by-step guidance on effectively using the SADC CoP Platform. It is designed to help users navigate the platform, participate in discussions, manage their accounts, share and access valuable resources.

2 GETTING STARTED

To get access to the application, enter the website link (https://community-sadc.uneca.org/) in your browser, click and get directed to the Welcome page.


Community Of Practice
Home
About SADC
Planning Entities
Communities
Browse
Participate
Strategic Plan
Vision 2050
NPE
Discuss, Share & Harness Innovative Knowledge
The Community of Practice of the Southern African Development Community (SADC) National Planning Entities (NPEs) is a peer-to-peer knowledge, experience sharing, and networking service for development planners, experts, and researchers. It provides a digital space for discussion on issues of common interest in achieving the Regional Indicative Strategic Development Plan (RISDP 2020-2030) and SADC Vision 2050.
Join us to build together the Southern African Community We Want
HOT DISCUSSIONS
Peace and security
Peace and security
Social Capital
Social Capital
Discuss, colaborate and share inno...
Discuss, colaborate and share innovative
Data statistics for sustainable and ...
The production of reliable data and statistics is important for evidence based policy formulation, decision making and research in supporting the achievement of the SDGs in Africa. However African countries
Start Disscusion
COMMUNITIES
Peace, Security & Good Governance
Industrial Development and Market Integration


LATEST DISCUSSIONS
Peace and security
Peace, Security & Governance
Social Capital
Social and Human Capital Development
Discuss, colaborate and share innovative
Peace, Security & Governance
MORE
RECENTLY SHARED FILE
Development of the Africa UN Knowledge Management Hub: Technology, Challenges and way forward
TASKFORCE - 2
MORE
RECENT BLOG
Authorship management in the Africa-UNDS: Advocacy for a Common Practice
Feature Blogs
MORE
Social and Human Capital Development
Gender, Youth, Environment and Climate Change, and Disaster Risk Management
MOST ACTIVE USERS
1
Online
7
Users
24
Topics
45
Posts


About
The SADC National Planning Entities (NPE) Platform is a SADC body bringing together National Planning Commissions (NPCs) and Development Planning Ministries in Southern Africa. Approved by the Council of Ministers in 2015 as part of the Regional Indicative Strategic Development Plan (RISDP 2015 to 2020), it serves as a forum for strengthening regional-national linkages.
Contact
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Plot No. 54385
Central Business District
Private Bag 0095
Gaborone, Botswana
Quick Links
Home
About SADC
Communities
Follow Us
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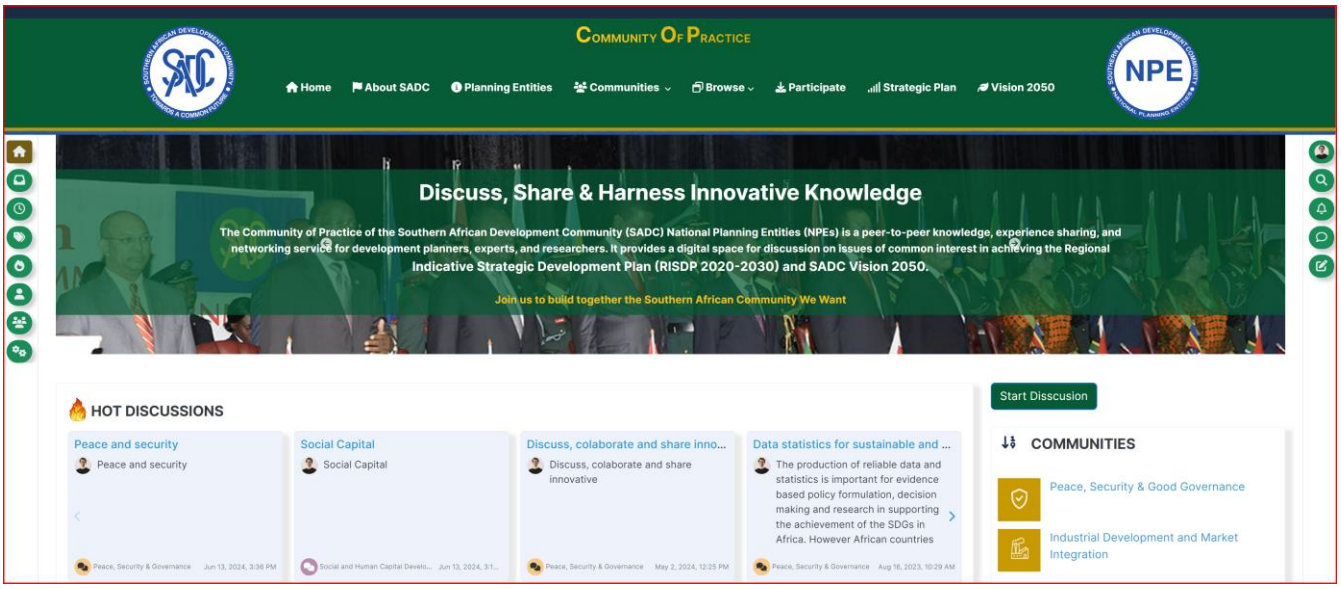


Figure 2-1 Welcome Screen

Landing onto the Welcome screen, refer Fig. 2-1, you have options to view the About SADC, Communities, Browse, Participate, Strategic Plan and Vison 2050.

Choosing the links will navigate you to the respective pages.

3 LOGIN

To login into the application, click the LOGIN option as highlighted in Fig. 2-1.

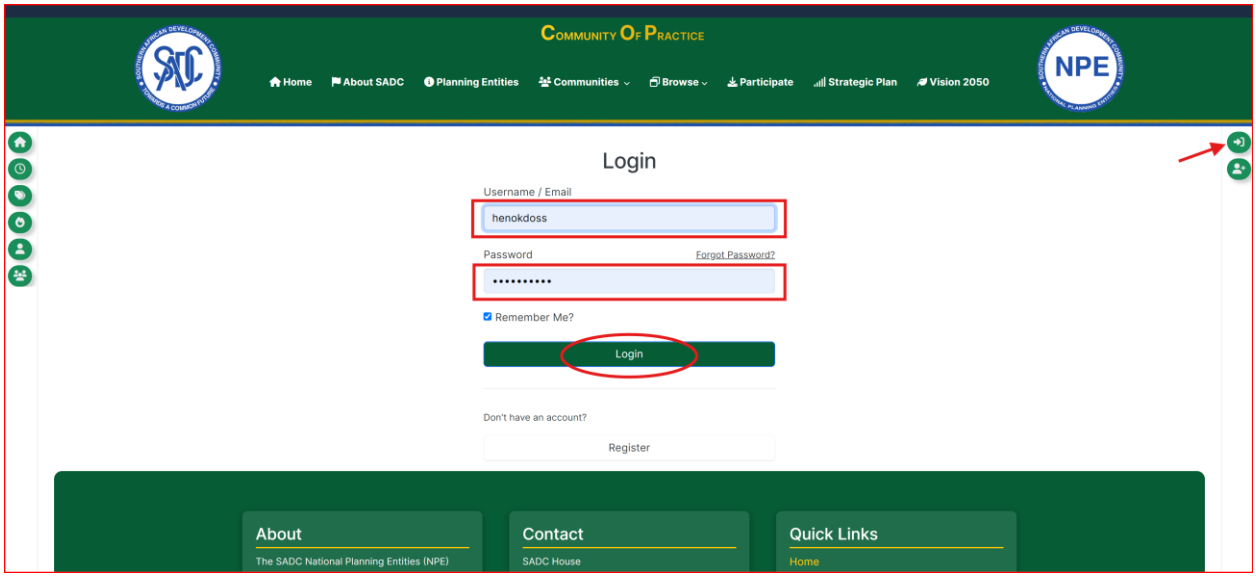


Figure 3-1 Login Screen

Landing onto the login screen,

- Enter the login User ID.
- Enter the user Password in the textbox.
- Click the **Login** button.

Once submitted successfully, you can enter and access the application.

3.1 FORGOT YOUR PASSWORD

In case, you have forgotten the login password, then click the Forgot your Password option. This will take you to the following **Update Password** screen, you will enter your email and it will send you a verification link to reset your password refer **Fig. 3-2**:

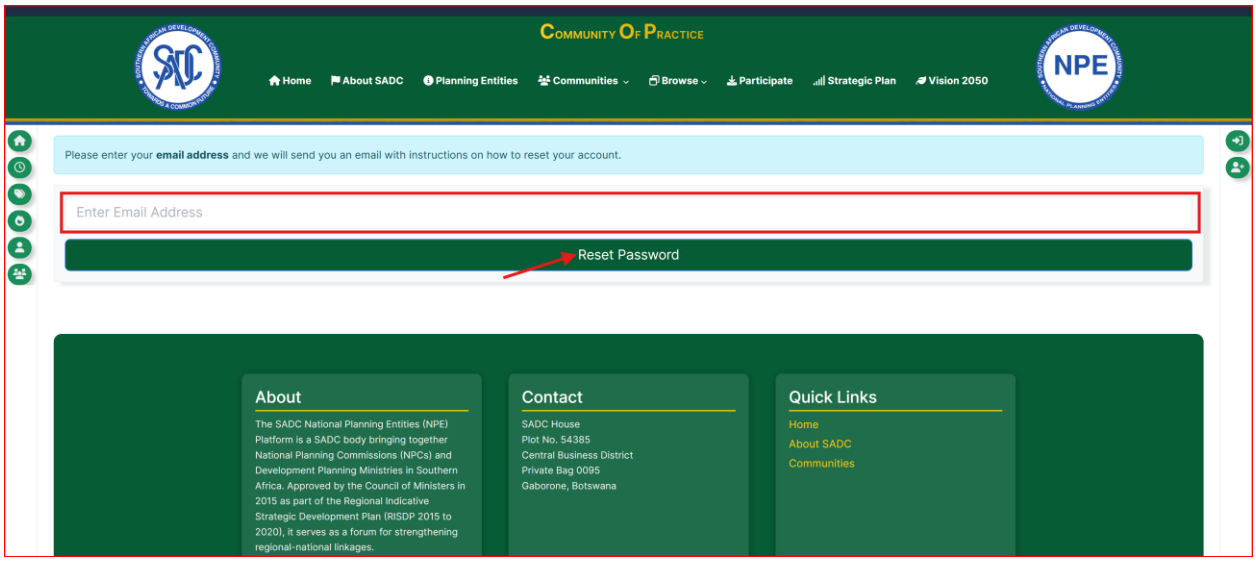


Figure 3-2 Update Password Screen

Referring to the Update Password screen,

- Enter the Email of the login user in the textbox.
- Click the **Reset Password** button.

On submitting, the login credentials will be sent to the respective mail id.

3.2 BACK TO HOME

To move back to the home page, click the **Back to Home** option as highlighted in Fig. 3-1. Doing so, you will be taken back to the landing Home page as shown in Fig. 2-1.

3.3 DASHBOARD

With the successful login, user is navigated to the dashboard. The dashboard features links to menu pages on the left and it will display your account profile on the right corner.

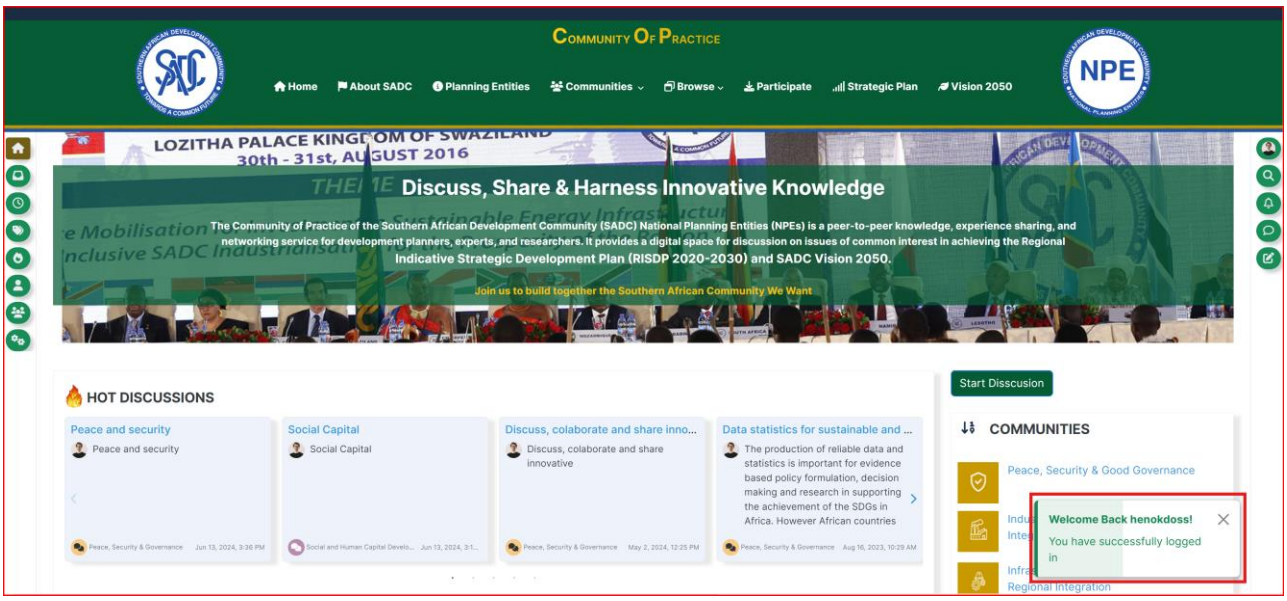


Figure 3-3 Dashboard

4 CONTENT MANAGEMENT SYSTEM

4.1 START DISSCUSION

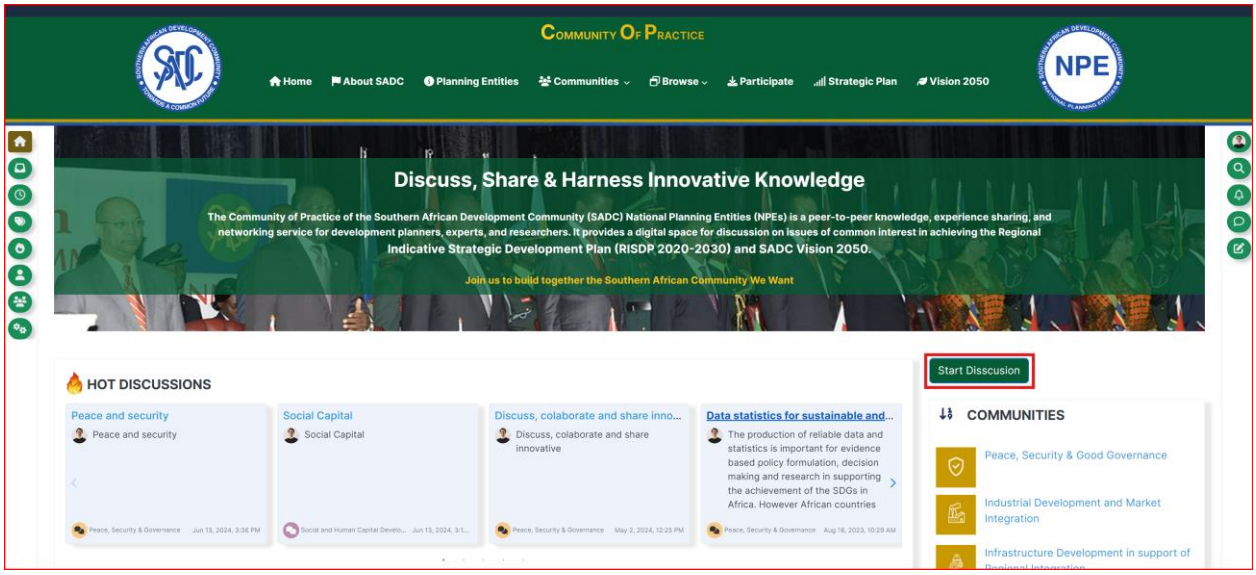


Figure 4-1 Menu

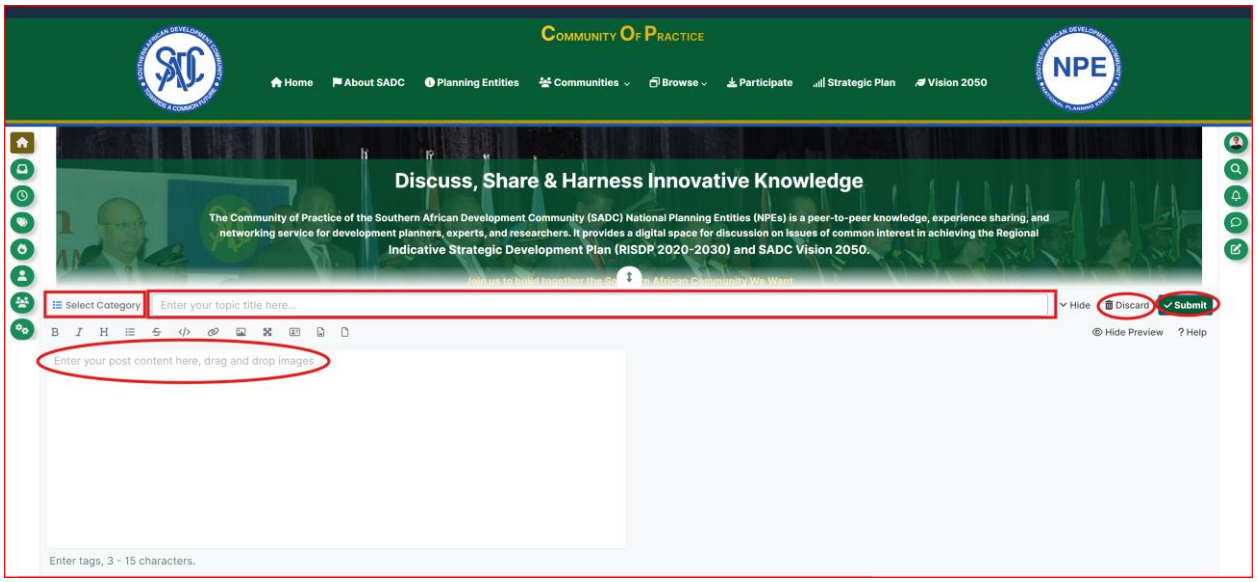


Figure 4-2 Add Create a Post

With reference to Fig 4-2,

- Select the Category in which you need to post your discussion.
- Enter the post Title.
- Enter the details of the post in the respective text area provided.
- You can insert multimedia such as (Pictures, PDF, Gif etc ..).
- Click the Choose File button to upload the Featured Image in the space provided.
- Click the **Submit** button.

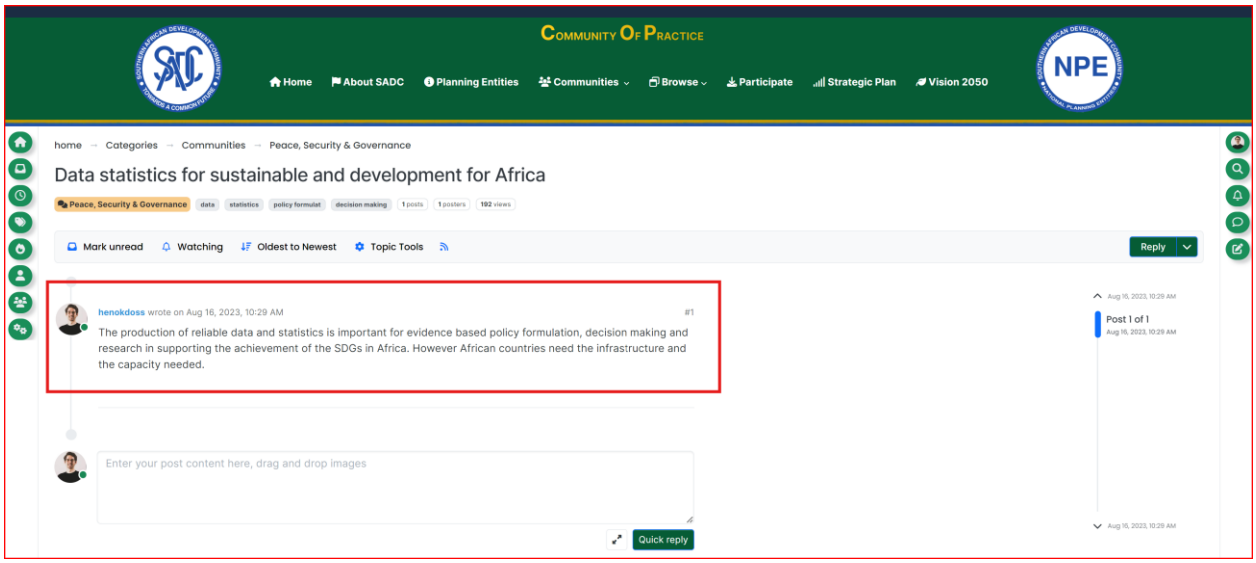


Figure 4-3 View Post

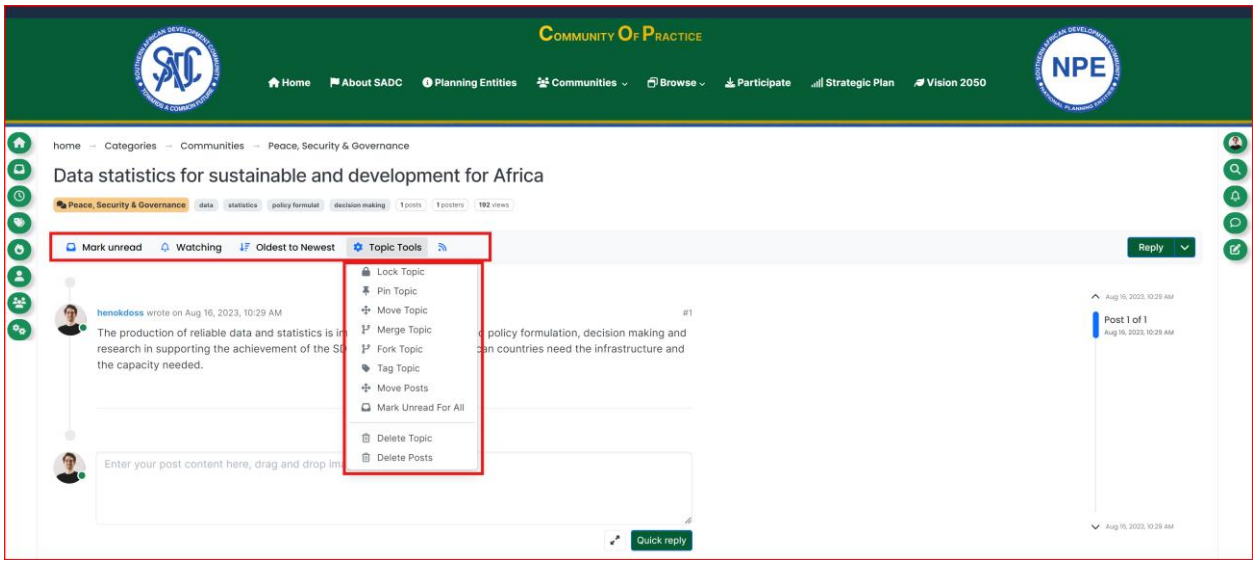


Figure 4-4 Post tools

As you can see on Fig 4-4, there are red box which shows the tools that we are using for usability

- **Mark unread:** feature allows users to mark previously read messages or notifications as unread.
- **Watching:** Enables you to follow a discussion or topic and receive notifications when new posts or updates occur.
- **Oldest to Newest:** Sorts posts or messages in a thread by displaying the oldest content first, making it easier to follow the chronological order of the conversation.
- Topic Tools
  - **Lock Topic:** Prevents further posts or replies in a topic, locking it for viewing only.
  - **Pin Topic:** Keeps a topic at the top of the list for visibility, regardless of new content in other topics.
  - **Move Topic:** Transfers the entire topic to another category or section.
  - **Merge Topic:** Combines two or more topics into a single thread.
  - **Fork Topic:** Splits a topic into two separate discussions for better organization.
  - **Tag Topic:** Adds labels or tags to categorize the topic for easier searching and filtering.
  - **Move Post:** Moves individual posts to another topic or section.
  - **Mark Unread for all:** Marks the topic as unread for all participants, making it easier to revisit later.

- **Delete Topic:** Permanently removes a topic and all its associated posts.
- **Delete Post:** Permanently removes an individual post from a topic.

4.2 VOTES, POSTS AND VIEW

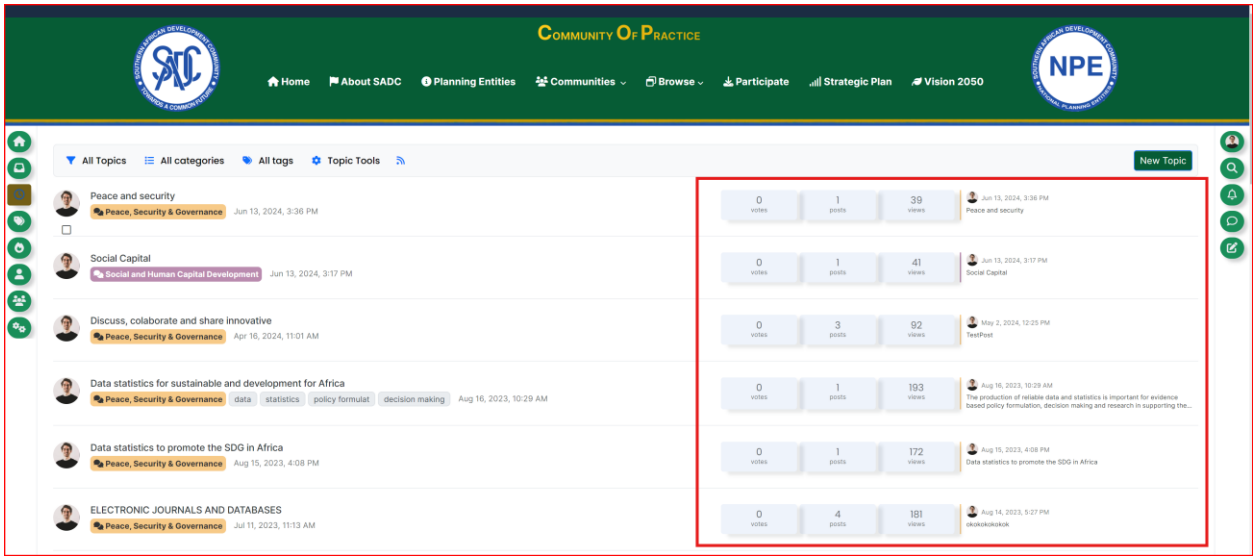


Figure 4-5 votes, posts and views

4.3 DASHBOARD POSTS ELEMENTS

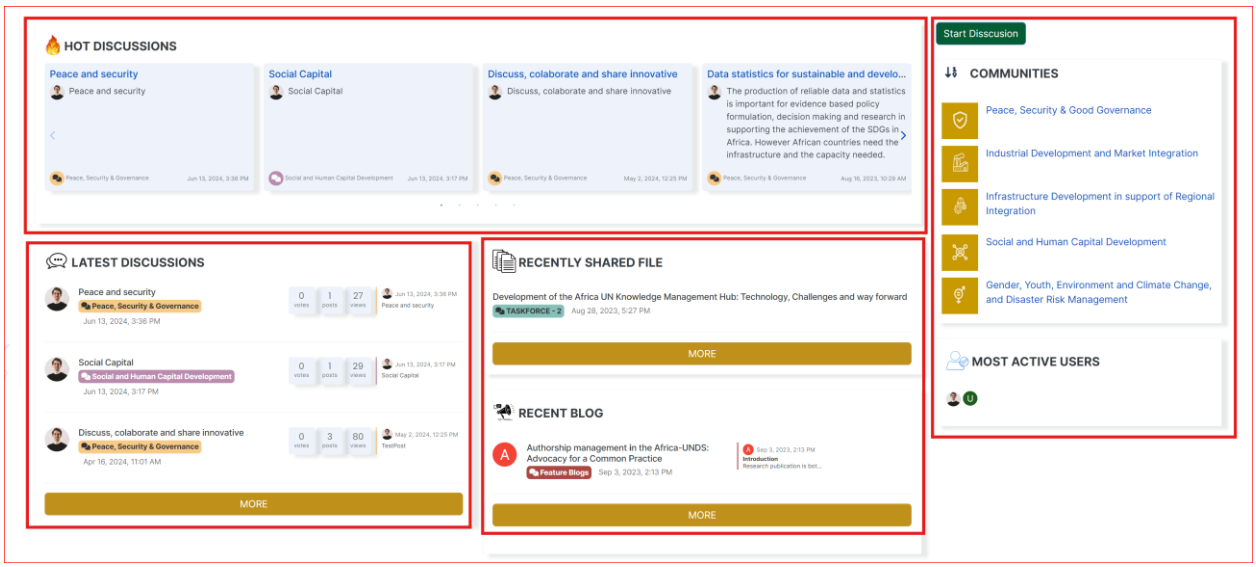
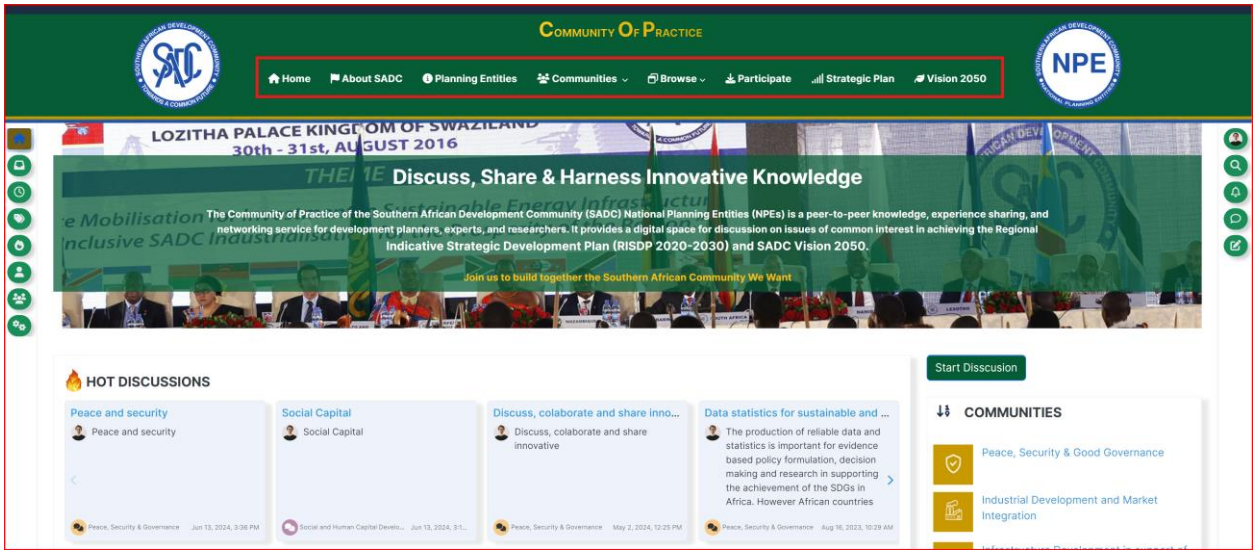


Figure 4-6 Menu

As you can see on Fig 4-6, there are red box which shows the dashboard tools that we are using for hot tips.

- **Hot Discussions:** feature allows users view a recently created hot posts with the details of post category, post date/time and post users. For read details feature we can click on the title.
- **Latest Discussions:** Displays the most recent topics or conversations on the platform, allowing users to stay updated with the newest posts and ongoing discussions. It provides quick access to the latest activity within the community.
- **Recently Shared Files**: Displays the most recently uploaded or shared documents and files within the platform, making it easy for users to access the latest resources and materials contributed by the community.
- **Recent Blogs:** Lists the latest blog posts published on the platform, offering users quick access to newly shared insights, articles, and updates from community members or subject matter experts.
- **Most Active Users:** Highlights the users who have been most engaged on the platform, based on their contributions such as posts, comments, or shared resources. This feature recognizes top participants and encourages community interaction.

4.4 MEGA MENU



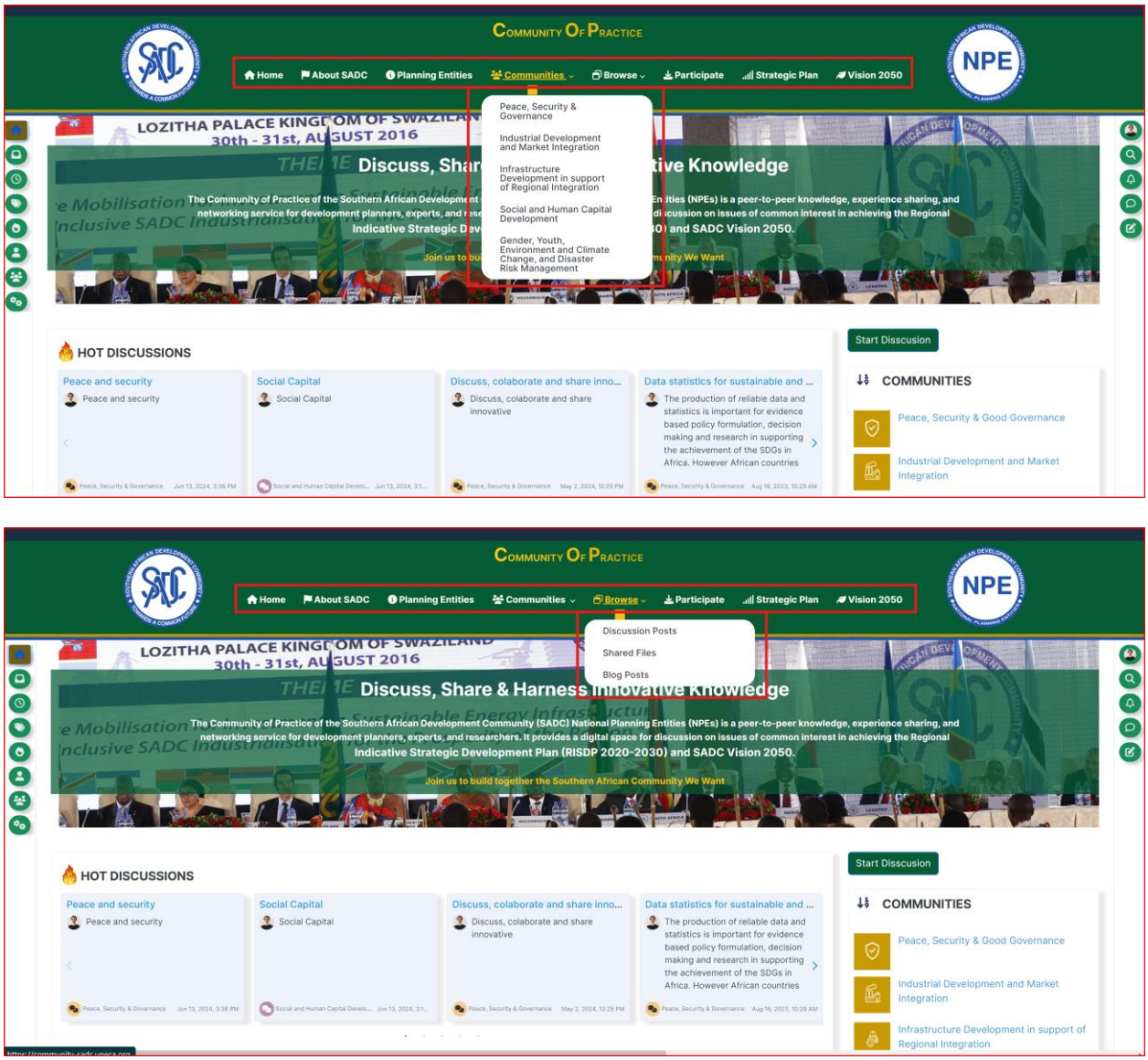


Figure 4-7 Menu

Referring to Fig. 4-7:

- Home:
- About SADC:
- Planning Entities:
- Communities
    - Peace, Security & Governance

- Industrial Development and Market Integration
- Infrastructure Development in support of Regional Integration
- Social and Human Capital Development
- Gender, Youth, Environment and Climate Change, and Disaster Risk Management

- Browse
  - SADC Members
  - Discussion Posts
  - Shared Files
  - Blog Posts

4.5 LEFT SIDE MENU

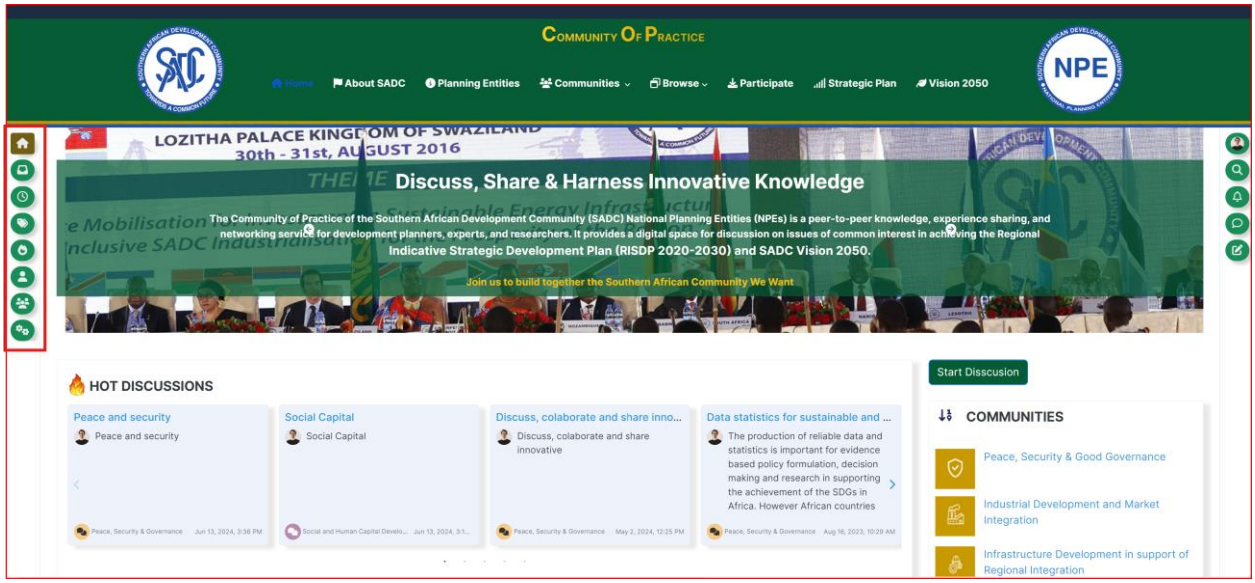


Figure 4-8 Menu

Home: The main dashboard or homepage of the platform, providing an overview of activities, updates, and quick access to key features.

Unread: Displays messages, posts, or notifications that have not yet been read by the user, helping you keep track of new updates.

Recent: Shows the most recent activities, discussions, or content shared on the platform, allowing users to stay updated with the latest information.

Tag: Allows users to categorize content with specific labels or keywords, making it easier to search for and organize discussions or resources.

Popular: Highlights the most active or trending topics, posts, or discussions within the platform based on engagement metrics such as views, likes, or comments.

Users: Provides a list or directory of users on the platform, where you can view profiles, connect, or collaborate with others.

Groups: Displays the various groups or communities within the platform, allowing users to join discussions or projects related to specific topics or interests.

Settings: Allows users to customize their personal account preferences, privacy settings, and notification preferences on the platform.

4.6 RIGHT SIDE MENU

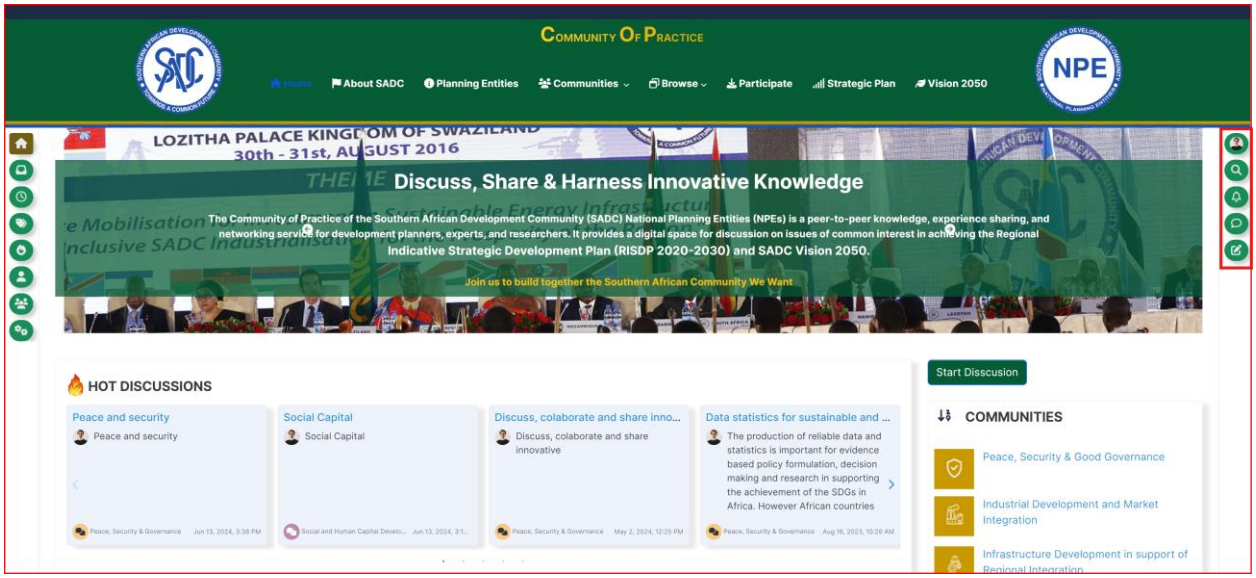


Figure 4-9 Menu

User: Provides access to your personal profile and account information, where you can manage your profile settings, view activity, and update your details.

Search: A tool that allows users to search for specific topics, discussions, files, or other users within the platform, helping to quickly locate relevant content.

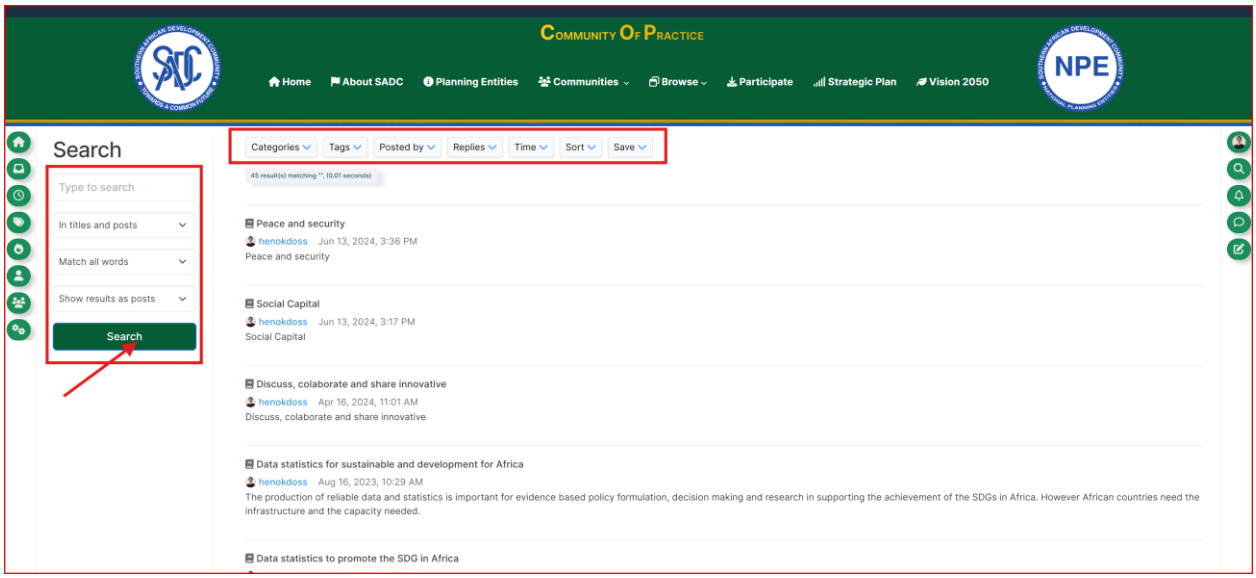


Figure 4-10 Search

Notification: Displays alerts for recent activities, updates, or messages that are relevant to you, such as new posts, replies, or system updates.

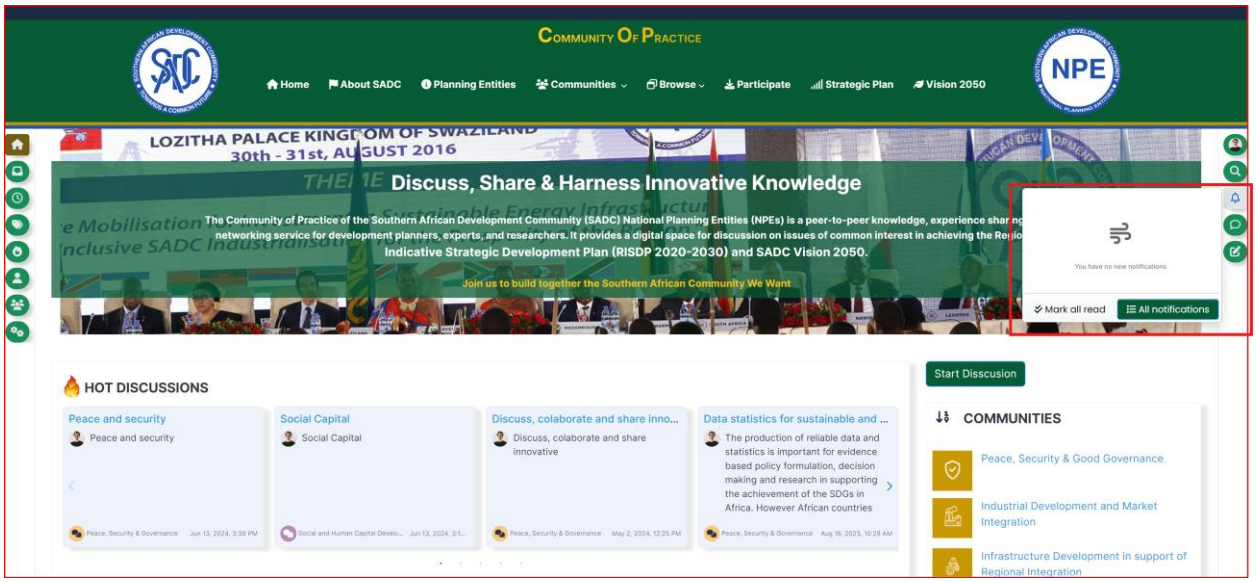


Figure 4-11 Notification

Chat: A real-time messaging feature that allows you to communicate directly with other users on the platform for quick conversations or collaboration.

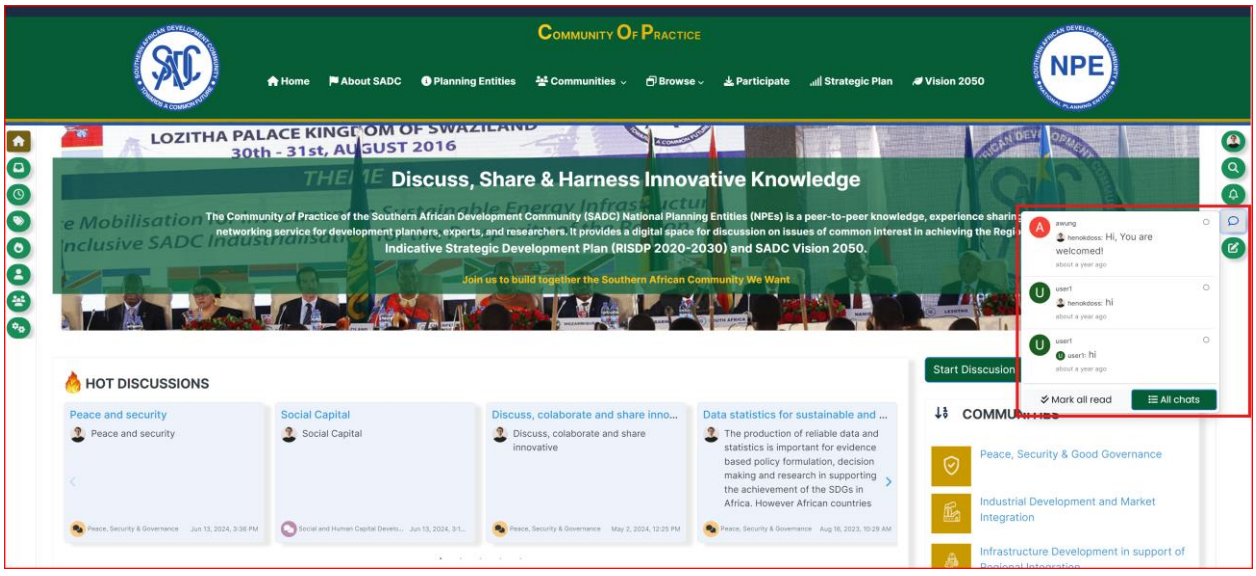


Figure 4-12 Chat

Draft: Stores your saved drafts of posts or messages that haven't been published yet, allowing you to return and complete them before sending or sharing.

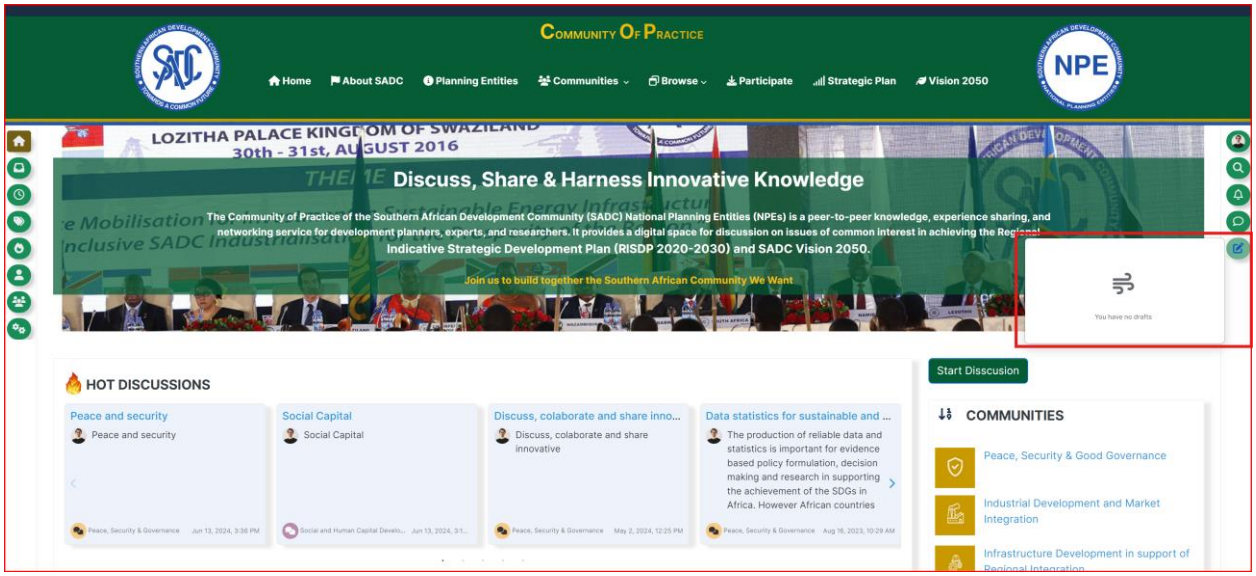
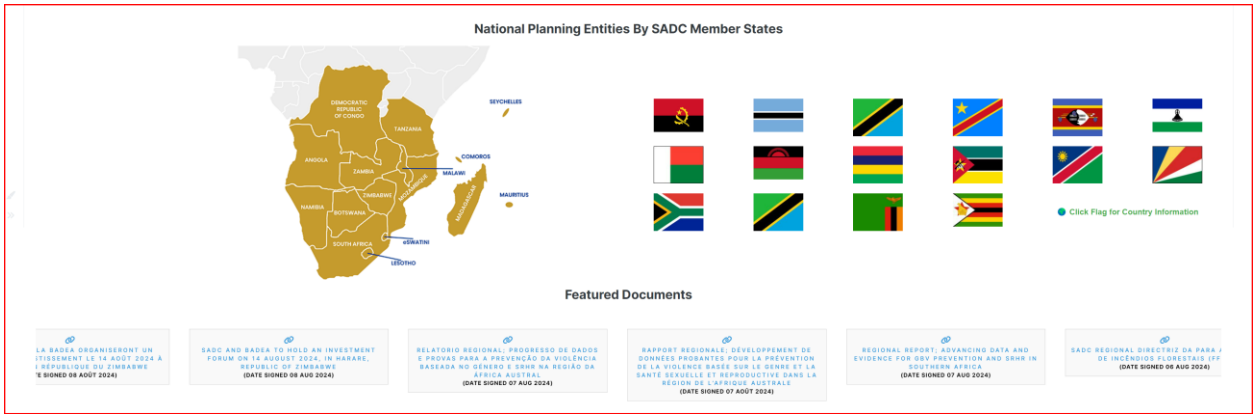


Figure 4-13 Draft

4.7 SUB PAGES

4.7.1 PLANNING ENTITIES

The Planning Entities sub-page serves as a landing page that allows users to navigate to the NPE Country Profile pages. By clicking on the flag of each country, users can access detailed information specific to that country's profile.



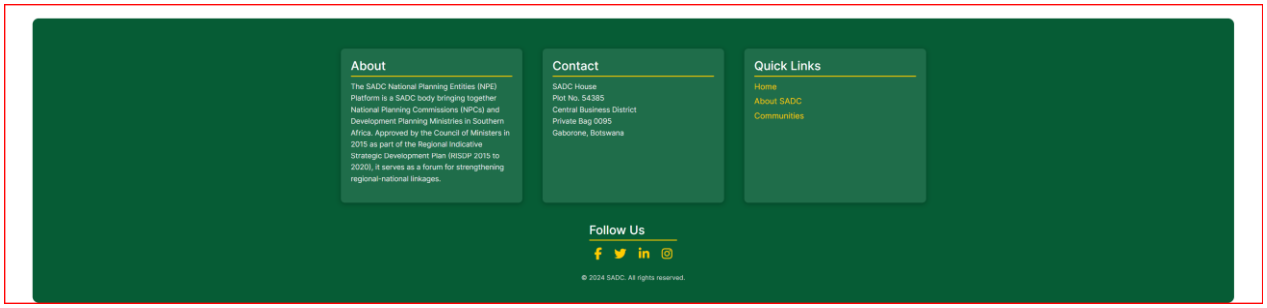
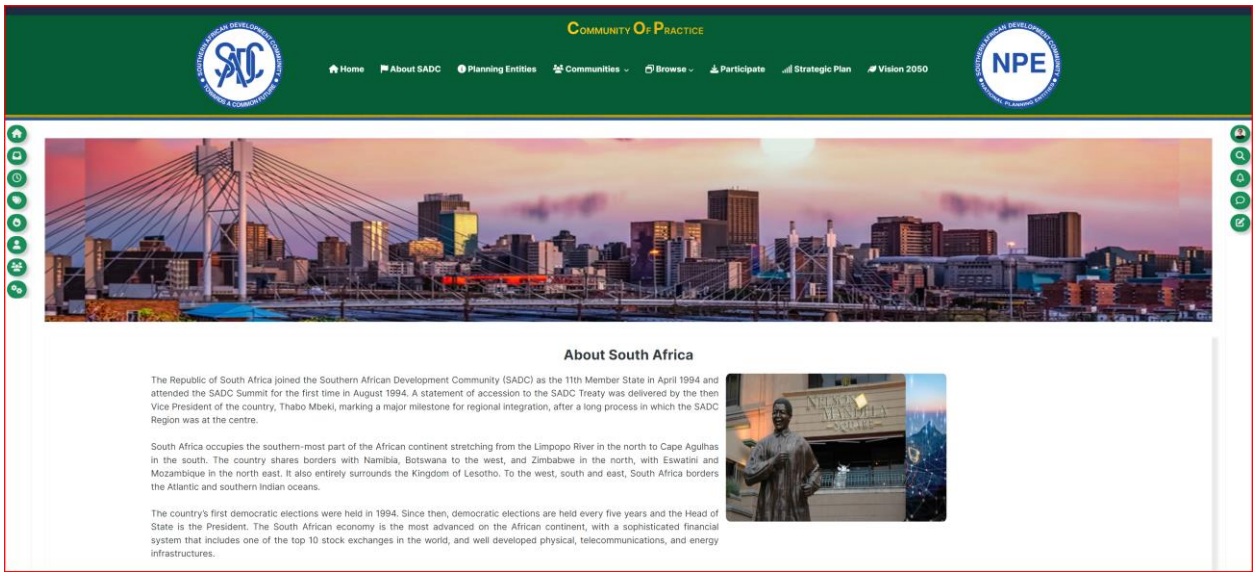
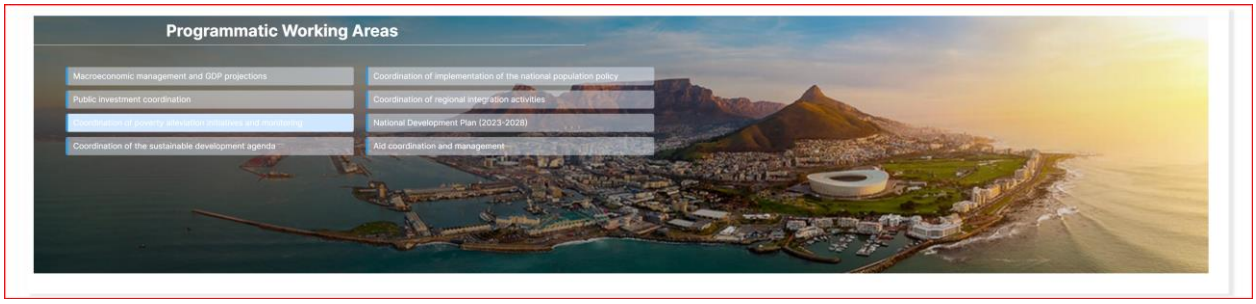


Figure 4-14 Planning Entities

4.7.2 COUNTRY PROFILE PAGE – SOUTH AFRICA


Community Of Practice
Home
About SADC
Planning Entities
Communities
Browse
Participate
Strategic Plan
Vision 2050
NPE
About South Africa
The Republic of South Africa joined the Southern African Development Community (SADC) as the 11th Member State in April 1994 and attended the SADC Summit for the first time in August 1994. A statement of accession to the SADC Treaty was delivered by the then Vice President of the country, Thabo Mbeki, marking a major milestone for regional integration, after a long process in which the SADC Region was at the centre.
South Africa occupies the southern-most part of the African continent stretching from the Limpopo River in the north to Cape Agulhas in the south. The country shares borders with Namibia, Botswana to the west, and Zimbabwe in the north, with Eswatini and Mozambique in the north east. It also entirely surrounds the Kingdom of Lesotho. To the west, south and east, South Africa borders the Atlantic and southern Indian oceans.
The country's first democratic elections were held in 1994. Since then, democratic elections are held every five years and the Head of State is the President. The South African economy is the most advanced on the African continent, with a sophisticated financial system that includes one of the top 10 stock exchanges in the world, and well developed physical, telecommunications, and energy infrastructures.

South Africa
Capital City: Pretoria
Area of Country: 1219090 km²
Currency: South African Rand (ZAR) R 1 = 100 cents
Website:
Independence Day: 27 Apr 1994
Official Languages: Afrikaans, English, Ndebele, Northern Sotho, Sotho, Swazi, Tswana, Tsonga, Venda, Xhosa, Zulu
Natural Resources: Gold, Coal, Platinum, Iron Ore, Copper, Timber, Sugar, Fish, Sea and Marine Resources, Wildlife
National Planning Entity
The Department of Planning Monitoring and Evaluation (DPME) in the Presidency is responsible for the coordination of the planning system in South Africa and it also facilitates the implementation of the National Development Plan (NDP) through the development of sector-specific and outcome-specific medium-term plans and delivery agreements, and monitor and evaluate the implementation of these plans. DPME provides administrative support to the National Planning Commission, it also informs and guide all government policy and legislation by ensuring the development of coherent and constitutionally sound national policy and providing comments on policy and legislation developed by other government departments


Programmatic Working Areas
Macroeconomic management and GDP projections
Public investment coordination
Coordination of poverty alleviation initiatives and monitoring
Coordination of the sustainable development agenda
Coordination of implementation of the national population policy
Coordination of regional integration activities
National Development Plan (2023-2028)
Aid coordination and management

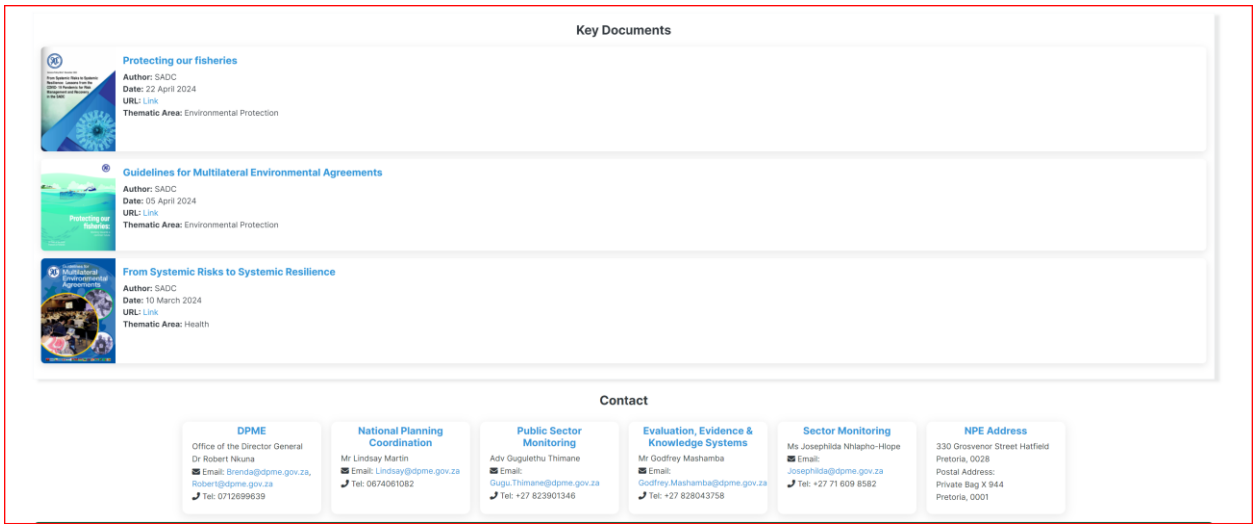


Figure 4-15 Country Profile South Africa

4.7.3 COMMUNITIES PAGE

This is the landing page for the Communities section, featuring five groups for discussion: Peace, Security & Good Governance, Industrial Development & Market Integration, Infrastructure Development in Support of Regional Integration, Social & Human Capital Development, and Gender Equality & Women Empowerment. By clicking the 'View Our Community' button, you can navigate to each group to explore their respective sub-pages.

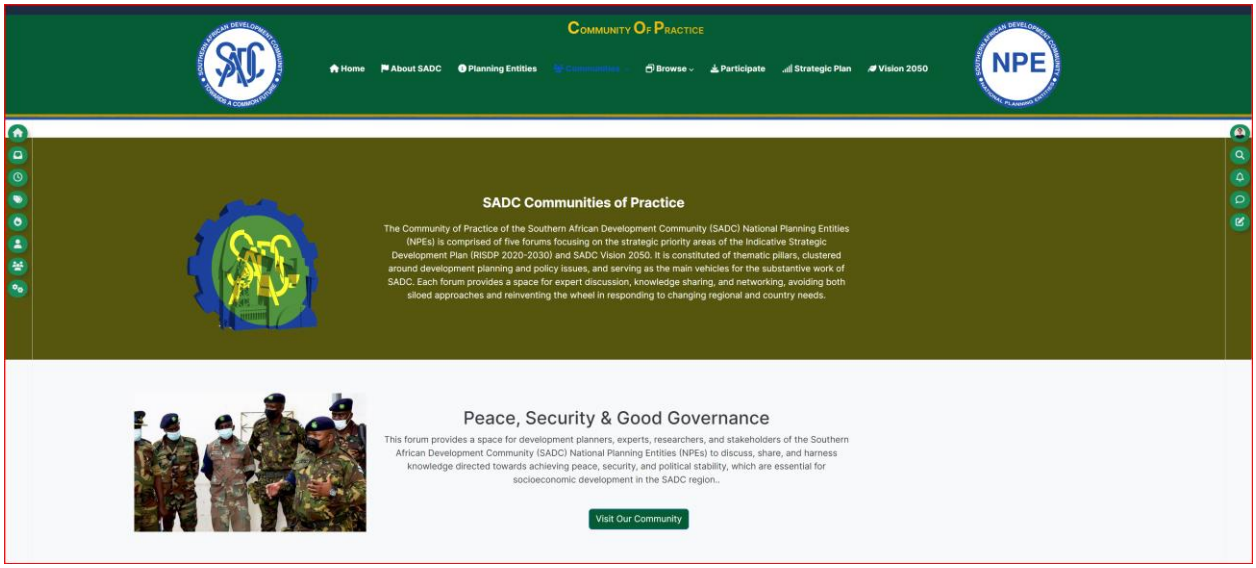


Figure 4-16 Country Profile South Africa

4.7.4 COMMUNITIES PAGE: PEACE, SECURITY & GOOD GOVERNANCE

The Peace, Security & Good Governance page focuses on discussions related to maintaining peace, ensuring security, and promoting good governance practices within the region. This page serves as a platform for members to share insights, resources, and collaborate on strategies that address issues like conflict resolution, law enforcement, democratic governance, and policy development.

On this page, users can:

- Participate in discussions and forums centered around peacebuilding and conflict prevention.
- Share best practices and policies that promote good governance.
- Collaborate on initiatives that support regional security and political stability.

By navigating through this page, members can access relevant sub-topics, resources, and documents, contributing to the collective knowledge of the community in promoting peace and good governance.

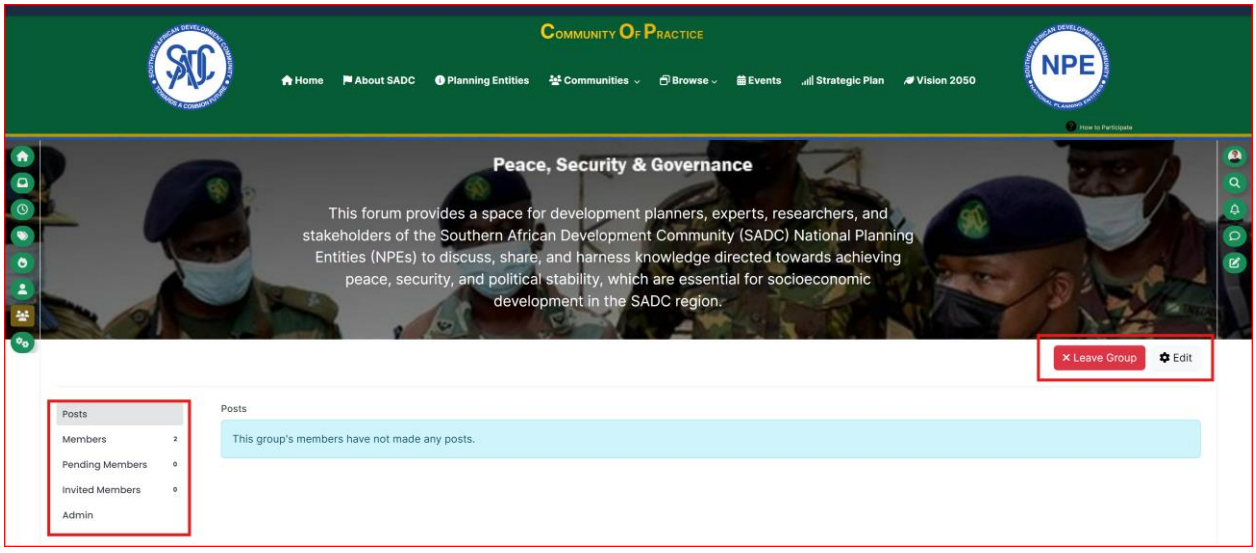


Figure 4-17 Peace, Security & Governance

4.7.5 COMMUNITIES PAGE: INDUSTRIAL DEVELOPMENT & MARKET INTEGRATION

The Industrial Development & Market Integration page focuses on discussions related to fostering industrial growth and promoting economic integration across the region. It provides a platform for members to collaborate on strategies that enhance industrialization, improve trade infrastructure, and strengthen regional markets.

On this page, users can:

- Engage in discussions about industrial policies, innovation, and manufacturing growth.
- Share insights on market integration, trade agreements, and regional supply chains.
- Collaborate on initiatives that drive economic development and create competitive markets.

By exploring this page, members can access relevant sub-topics, resources, and case studies aimed at advancing industrial development and facilitating seamless market integration within the region.

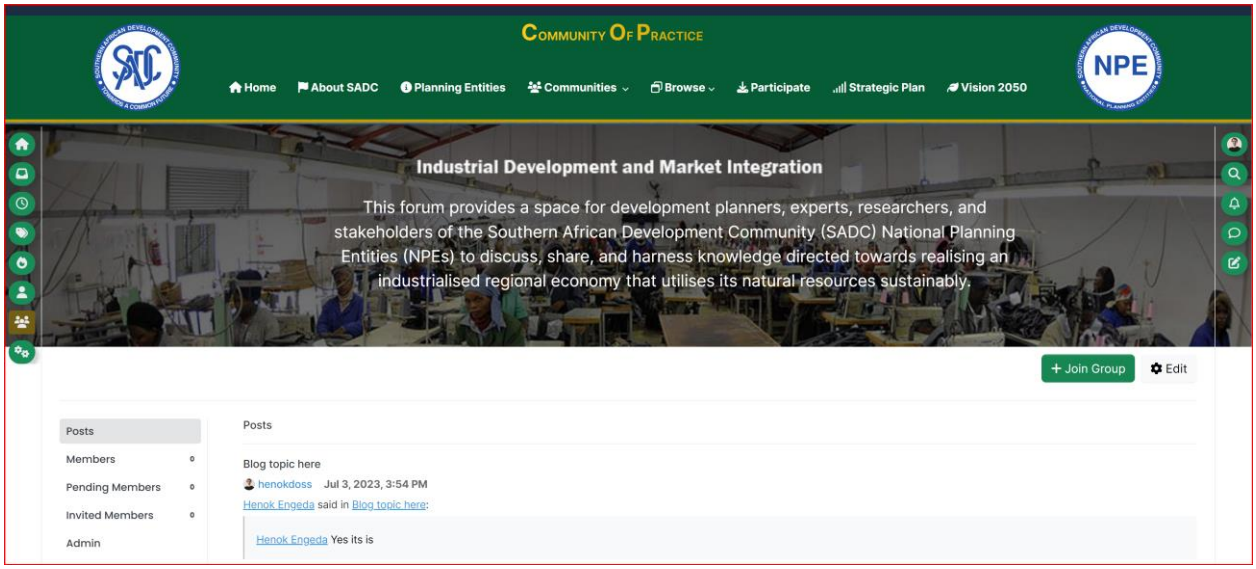


Figure 4-18 Industrial Development & Market Integration

4.7.6 COMMUNITIES PAGE: INFRASTRUCTURE DEVELOPMENT IN SUPPORT OF REGIONAL INTEGRATION

The Infrastructure Development in Support of Regional Integration page is dedicated to discussions on enhancing infrastructure to support regional connectivity and integration. It serves as a hub for members to share ideas and collaborate on projects that improve transportation, energy, digital infrastructure, and other critical services that facilitate economic and social cohesion across the region.

On this page, users can:

- Discuss strategies for developing sustainable infrastructure that supports regional trade and integration.
- Share insights on infrastructure projects such as roads, railways, energy grids, and telecommunications networks.
- Collaborate on initiatives that enhance cross-border connectivity and reduce logistical barriers.

By navigating this page, members can explore relevant sub-topics, resources, and best practices aimed at building the infrastructure necessary for successful regional integration and long-term economic growth.

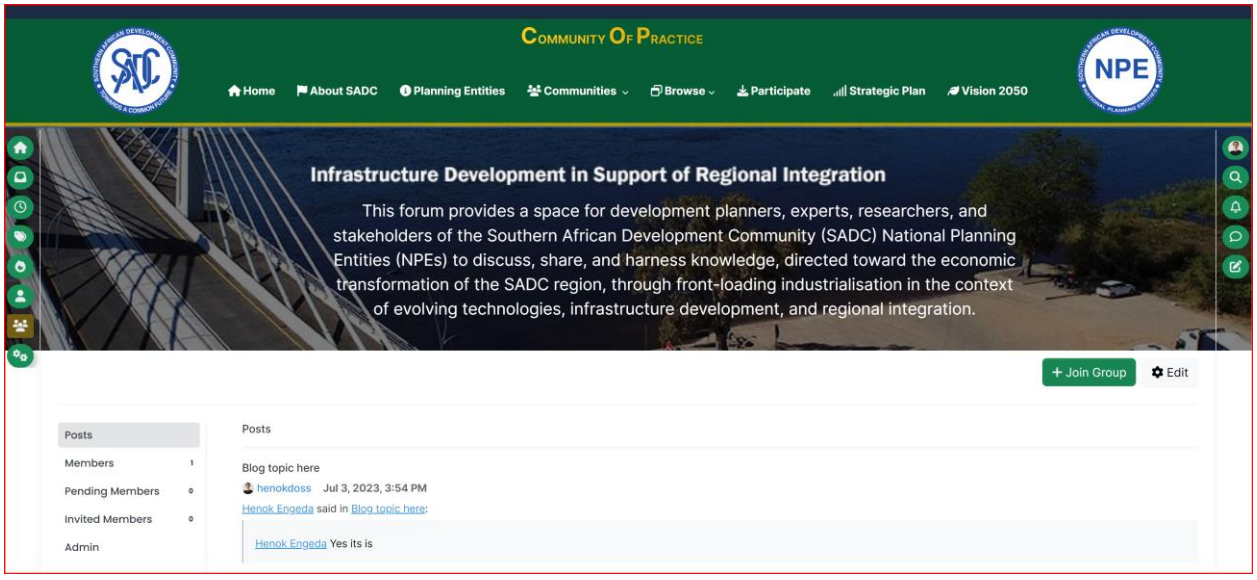


Figure 4-19 Infrastructure Development in Support of Regional Integration

4.7.7 COMMUNITIES PAGE: SOCIAL & HUMAN CAPITAL DEVELOPMENT

The Social & Human Capital Development page focuses on discussions related to improving social welfare and fostering human capital across the region. It provides a platform for members to engage in topics such as education, healthcare, labor development, and social protection systems that contribute to the overall well-being and empowerment of communities.

On this page, users can:

- Participate in discussions about enhancing education, skills development, and workforce training.

- Share insights on healthcare improvements, social protection programs, and poverty reduction strategies.
- Collaborate on initiatives that promote equitable access to social services and opportunities for personal and community development.

By exploring this page, members can access sub-topics, resources, and case studies that support the growth of human capital, aiming to create a more inclusive and resilient society.

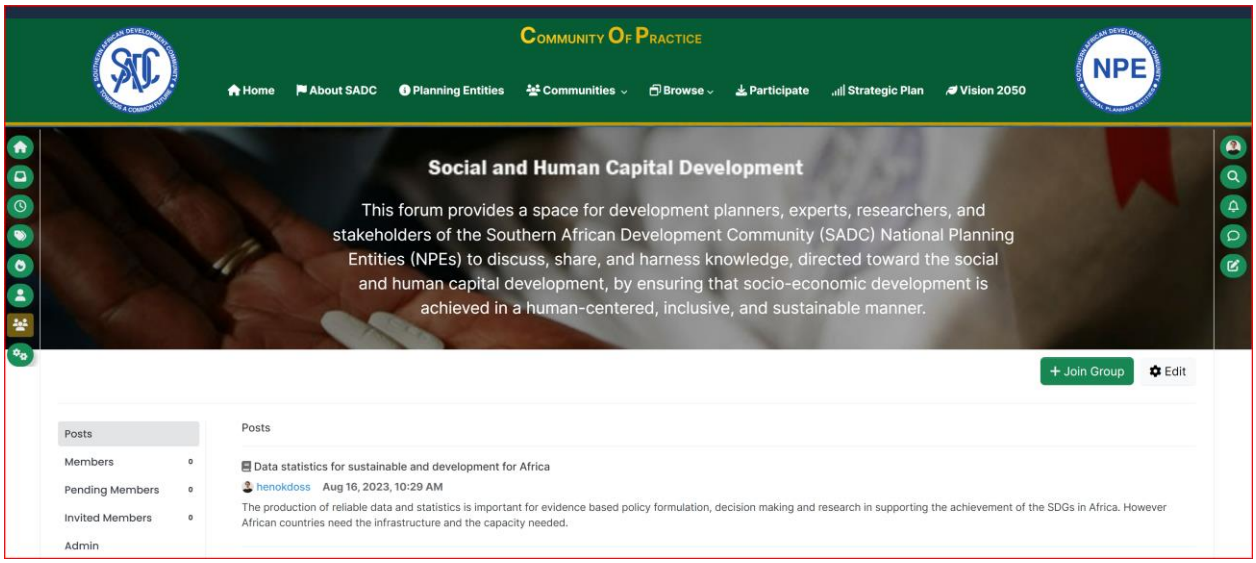


Figure 4-20 Social & Human Capital Development

4.7.8 COMMUNITIES PAGE: GENDER EQUALITY & WOMEN EMPOWERMENT

The Gender Equality & Women Empowerment page is dedicated to discussions on promoting gender equality and empowering women across the region. It provides a platform for members to share experiences, policies, and strategies that advocate for women's rights, equal opportunities, and the elimination of gender-based discrimination.

On this page, users can:

- Engage in conversations about gender equality initiatives, policies, and advocacy efforts.
- Share best practices for empowering women in leadership, education, business, and political participation.

- Collaborate on projects and initiatives aimed at addressing gender-based violence and supporting women's economic empowerment.

By navigating this page, members can explore sub-topics, resources, and success stories that contribute to advancing gender equality and fostering inclusive growth and development for all.

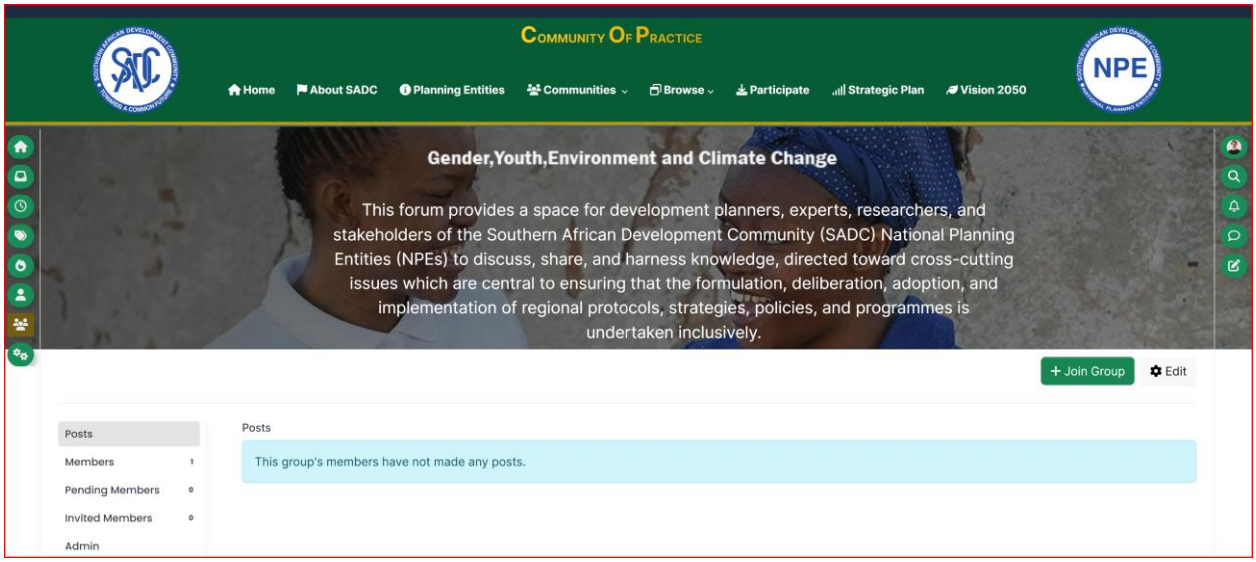
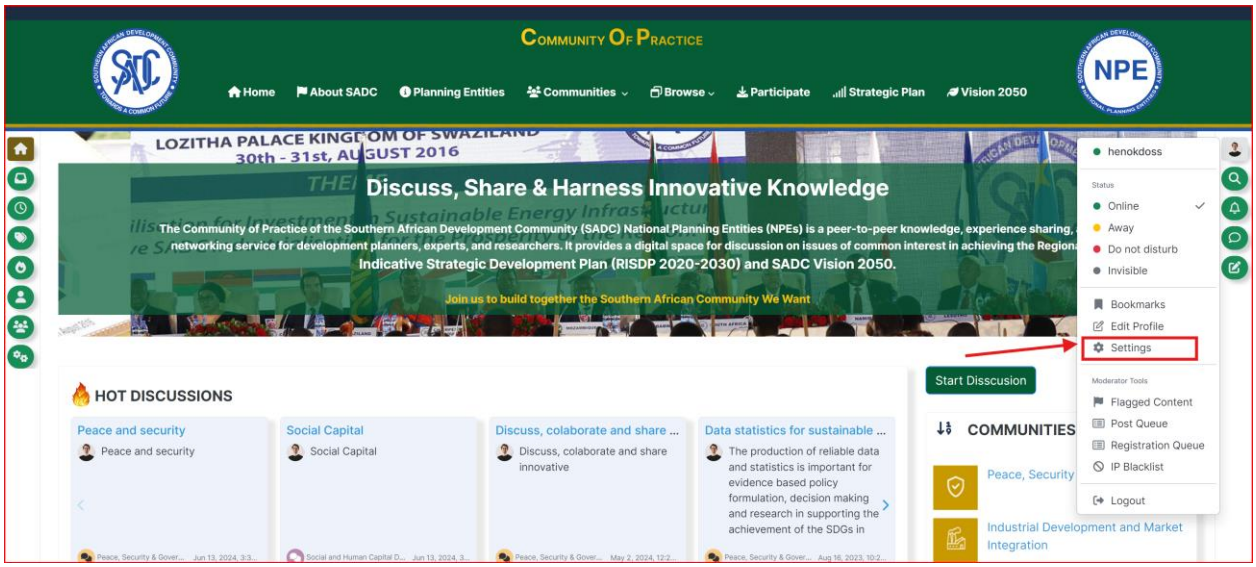


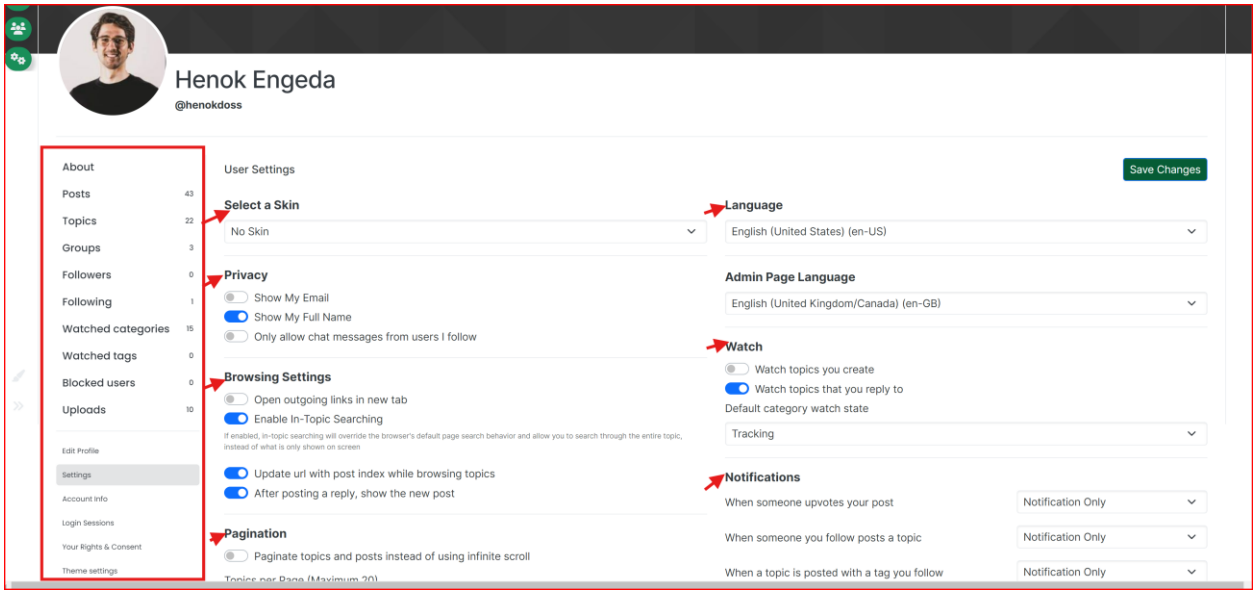
Figure 4-21 Gender Equality & Women Empowerment

4.1 CUSTOMIZE PERSONAL SETTING

Personal Settings Overview

The Personal Settings section allows users to customize their profile, preferences, and notifications to enhance their experience on the platform.





1. Profile Information

- *Username*: Displays the current username. This is usually set during registration and cannot be changed directly from the personal settings.
- *Email Address*: The registered email address, used for communication and account recovery. Users can update this field if necessary.
- *Avatar*: Users can upload or change their profile picture. Supported formats include JPG, PNG, and GIF.
- *About Me:* A text field where users can add a short bio or personal description.

2. Account Preferences

- *Time Zone*: Allows users to set their preferred time zone. This affects the display of time and dates across the platform.
- *Language*: Users can select the language for their interface, making it easier for non-English speakers to navigate.
- *Password Management*: Users can change their current password here. It's recommended to use a strong password for security.

3. Notifications

- *Email Notifications*: Users can toggle notifications for various actions like mentions, replies, or private messages.
- *Desktop Notifications*: Option to enable or disable browser push notifications for real-time updates.
- *Followed Topics & Categories*: Users can manage which topics or categories they are subscribed to for receiving notifications.

4. Privacy Settings

- Who can see my profile? Users can control whether their profile is visible to everyone, registered users only, or no one.
- Private Messages: Toggle the ability for other users to send direct messages.
- Location Sharing: Allows users to enable or disable sharing their geographic location on their profile.