

CIFnet User Manual

User Manual for the Climate Investment Funds knowledge and networking platform (CIFnet)

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1. Overview

The Climate Investment Funds (CIF) is a unique pair of financing instruments designed to pilot actions to initiate transformational change towards low-emissions and climate-resilient development. Scaled-up financing is channeled through the five Multilateral Development Banks (MDBs): African Development Bank, Asian Development Bank, European Bank for Reconstruction & Development, Inter-American Development Bank, and World Bank. With CIF support, 45 developing countries are piloting transformations in clean technology, sustainable management of forests, increased energy access through renewable energy and climate-resilient development. The CIF are channeled through the African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank, and World Bank Group.

CIFnet, or the CIF knowledge and networking platform, was developed to provide the CIF network of pilot countries, multilateral development banks (MDBs), development agencies, civil society organizations, private sector companies, indigenous peoples groups, and other stakeholders with a hub to access, contribute to, and learn from each others' experience, knowledge, and expertise.

CIFnet makes it easy to:

- Share, manage, and access CIF country, investment plan, and project information and documentation;
- Communicate and share lessons within and between CIF country and project teams;
- Engage with development partners and stakeholders; and
- Access the CIF Helpdesk.

Registered users will have access to a suite of communications tools. Members of government and MDB project teams will be able to upload project documentation, establish links with similar projects in other countries, and post questions to the CIF Helpdesk. All registered users, including civil society members and development partners, will be able to blog and join discussions on project and investment plan pages, and contribute to the Helpdesk by vetting questions and answers. CIFnet also comes equipped with a selective notification system so all registered users can choose the projects and content that they want to stay up-to-date with, and avoid getting un-wanted emails.

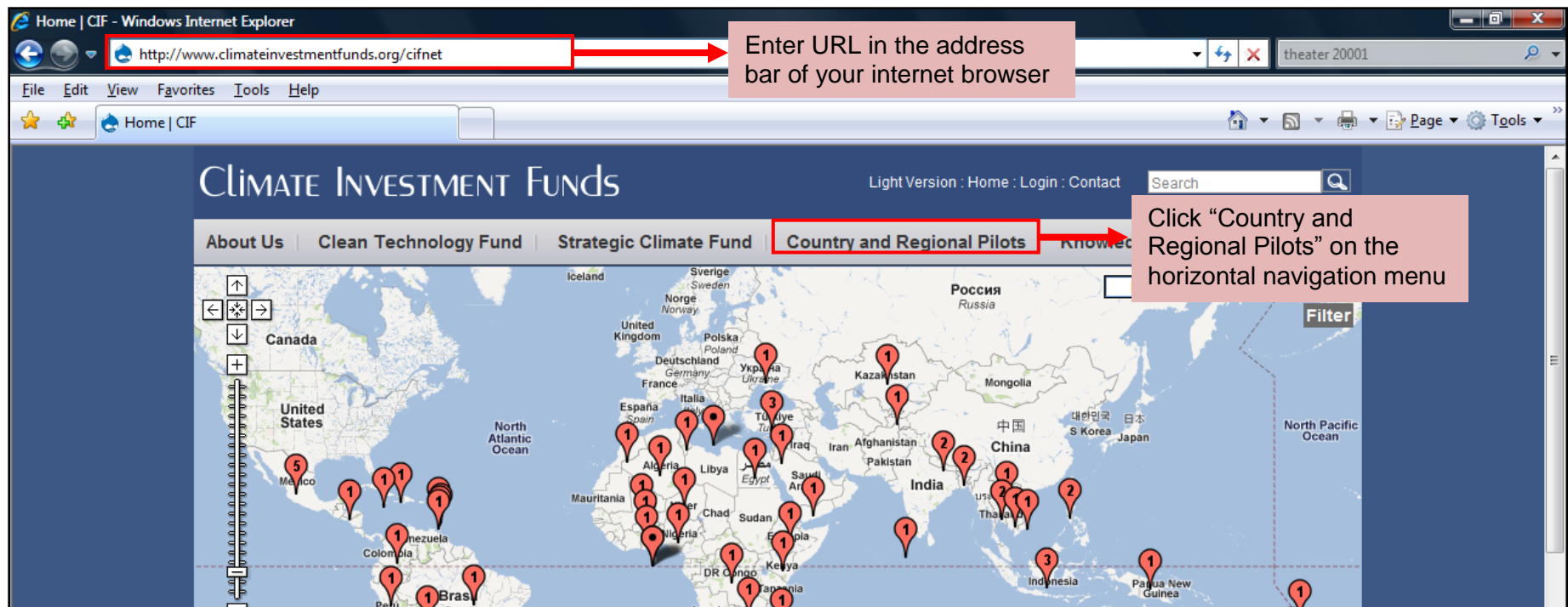
This User Manual covers all of CIFnet's tools and features. It provides step by step instructions on how to visit the site, register, log in, create and edit your profile, sign up for notifications, start and join discussions and blogs, edit pages, upload documents and communications materials, and more.

2. Exploring CIFnet

One of the main purposes of CIFnet is to share information about what the CIF community is learning from the design and implementation of climate change action: what is each of the 45 developing countries in the CIF network doing and learning? What technologies and approaches are they testing and scaling-up? What progress are they making and what challenges are they facing? What partnerships are being formed to build capacity and leverage comparative advantages? You can find the answers to these questions through CIFnet.

2.1 Visiting the CIFnet home page

- Visit the main CIF website - <http://www.climateinvestmentfunds.org> - and click on “Countries and Regions” in the horizontal navigation menu, OR
- Type the following URL in the address bar of your internet browser: <http://www.climateinvestmentfunds.org/cifnet>
- The CIFnet home page will open as shown in the screen shot below:



2.2 Navigating the world map

The world map makes it easy to navigate to country and investment plan pages. Red markers indicate the countries that are participating in the CIF. The number inside each marker indicates the number of projects that have already been approved for that country.

- Click on a country's red marker and a white bubble will appear with links to the country and investment plan pages.
- In the white bubble, click on the name of the country or investment plan to travel to its page.

Following is a screen shot of the world map from the CIFnet home page.



2.3 Using the map's project filter

In the top right corner of the map, there is a small gray box that is labeled “Filter”. You can use this filter to search for projects that match your criteria. Once you have found the projects, you can easily travel to the project pages to find out more.

- Click on the gray “Filter” box, located in the top right corner of the world map, to open the filter menu.
- In the filter menu that appears, click on “Fund”, “Sector”, or “Type” to reveal the criteria for filtering. Click on the boxes next to the specific criteria you are searching for. You can select multiple criteria. You can also clear your selections by clicking “Reset”.
- The world map will reload and the locations of the projects that match your criteria will be indicated by markers. Note that the project markers are color coded by the Fund that they are associated with (CTF = purple, PPCR = blue, FIP = green, SREP = yellow).
- Click on the project markers to reveal the names of the projects and links to the project pages.

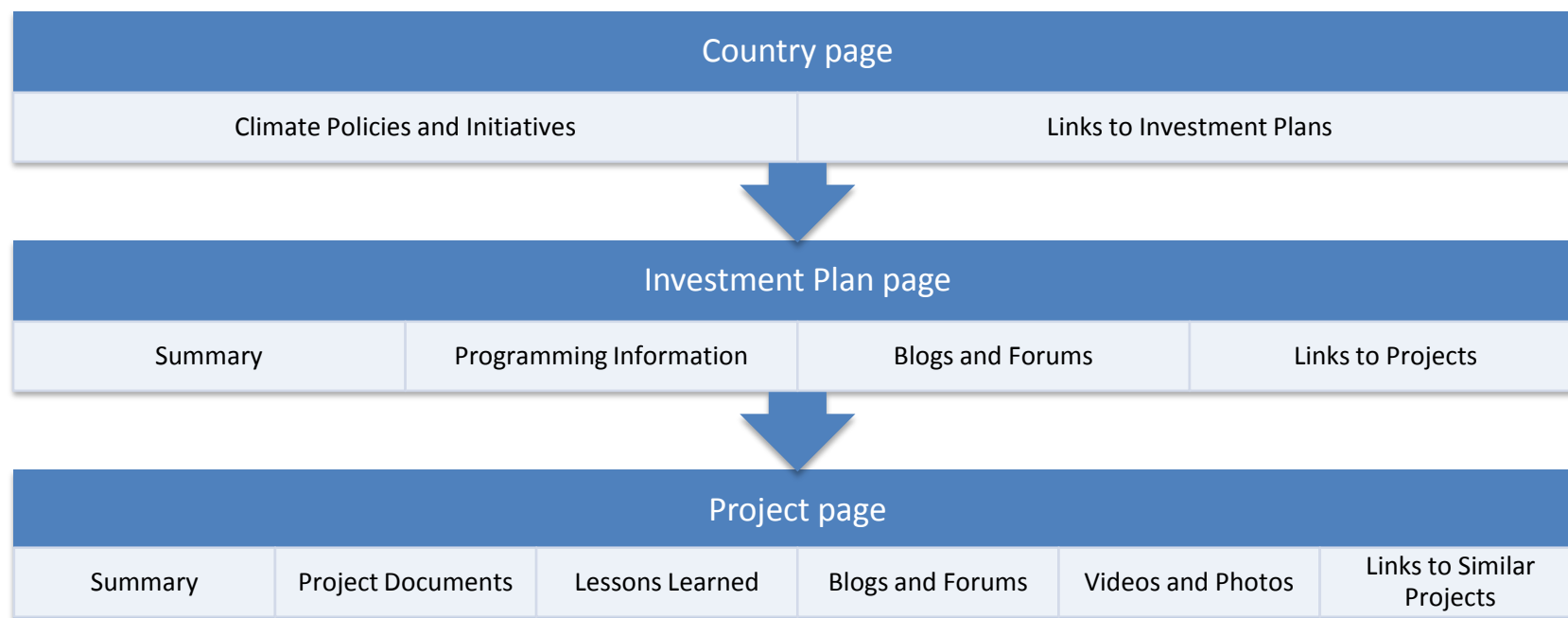
Following is a screen shot of the world map's project filter from the CIFnet home page.



2.4 Finding information about pilot countries, investment plans, and projects

Each country that is participating in the CIF has developed, or is in the process of developing, an investment plan. These plans, or strategic programs, include a suite of different projects. CIFnet's structure follows the structure of CIF investments. On CIFnet, you can find information about each country, their investment plan, and their projects.

The following diagram below explains what types of information and interactive features are available on each of the pages.



Country pages include a description of the country, information on national climate policies and initiatives, and links to Investment Plan pages.

Following is a screen shot of the Country page for Turkey (content was created for demonstration purposes only).

The screenshot displays the 'Country Information' page for Turkey. The page layout includes a breadcrumb trail 'Home > Turkey' and a 'Helpdesk' button. The main content is divided into several sections:

- Country Information:** Features the Turkish flag and a text box describing Turkey as a Eurasian country stretching across the Anatolian peninsula. It lists neighboring countries: Bulgaria to the northwest, Greece to the west, Georgia to the northeast, Armenia, Azerbaijan (the exclave of Nakhchivan) and Iran to the east, and Iraq and Syria to the southeast. A 'More [+]' link is present.
- Investment Plans for Turkey:** Includes a 'CTF Investment Plan' section with a brief description of its focus on electricity and gas supply/demand balances.
- Related Policies & Initiatives:** Contains three text blocks: the vision in the Ninth Development Plan (2007-13), Turkey's long-term development goals, and information about Turkey's First National Communication on Climate Change under the UNFCCC in 2007.
- Forums & Blogs:** A section at the bottom with two entries: 'What can I learn from you?' and 'Interesting video'.

Annotations with red arrows point to specific elements:

- An arrow points from the 'Related Policies & Initiatives' header to a text box: 'Read about the country's climate change policies, plans and projects. Visit links to external websites.'
- An arrow points from the 'More [+]' link in the Country Information section to a text box: 'Read a profile of the country and its climate challenges. Click "More (+)" to expand.'
- An arrow points from the 'CTF Investment Plan' section to a text box: 'Read a teaser of the investment plan summary. Click the link to be transferred to the Investment Plan page.'
- An arrow points from the 'Forums & Blogs' header to a text box: 'Browse the most recent Blogs and Discussion Forums, aggregated from the country's Investment Plan and Project pages. Click their titles to read them.'

Investment Plan pages include a summary of the investment plan, downloadable reports, programming information, and links to Project pages. They also include interactive discussion forums and blogs.

Following is a screen shot of the CTF Investment Plan page for Turkey (content was created for demonstration purposes only).

The screenshot displays the 'CTF Investment Plan' page for Turkey. The page layout includes a breadcrumb trail (Home > Turkey > CTF Investment Plan), a 'Helpdesk' button, and a main title 'Investment Plan for Turkey'. A 'CTF Investment Plan' post by 'admin' from May 16, 2011, is featured, with a red box highlighting its text: 'Given the tightening electricity and gas supply/demand balances, the sizeable contribution of the energy sector to Turkey's CO2 emissions, and the cost effectiveness of energy conservation, energy has been identified as the key sector for interventions under the CTF with a focus on the demonstration, deployment and transfer of low carbon technologies for renewable electricity generation and'. Below this is a 'For Download' section with two links: 'CTF_Turkey_Investment_Plan_01_16_09_web.pdf' and 'CTF Turkey Summary.pdf'. A 'Country Program Information' box provides details on focal point contact information, joint mission notifications, and reports, with a 'More' link. A 'Forums' and 'Blogs' section shows two entries: 'What can I learn from you?' and 'Interesting video', both by 'admin' or 'Project Turkey' from June 16, 2011. A 'Projects Approved Under the Investment Plan' section displays three project cards, each with a 'CIF' logo and a title: 'Private Sector Renewable Energy and Energy...', 'Commercializing Sustainable Energy Finance...', and 'Turkish Sustainable Energy Financing Facility'. A red box highlights these project cards. A 'More >>' link is at the bottom right of the projects section. Red arrows point from various parts of the page to explanatory text boxes on the right.

Review the investment plan's official programming history and information. Click "More" to view more information.

Read a summary of the investment plan. Click "More (+)" to expand the summary.

Browse the investment plan's most recent Blogs and Discussion Forums. Click the blog or discussion title to read its contents.

Download the endorsed investment plan and other reports. Click the document's title to begin downloading it.

View the list of projects approved under the investment plan. Click on the "<" and ">" arrows to scroll. Click a project's title to be transferred to its page.

Project pages include a description of the project, project documentation, information on lessons learned, multimedia, and links to other CIF projects with similar characteristics. They also include interactive blogs and discussion forums that can be used to communicate with project teams, partners, and stakeholders.

Following is a screen shot of a Project page for Turkey (content was created for demonstration purposes only).

The screenshot displays a project page for the 'Private Sector Renewable Energy and Energy Efficiency Project' in Turkey. The page layout includes a breadcrumb trail at the top: 'Home > Turkey > CTF Investment Plan > Private Sector Renewable Energy and Energy Efficiency Project'. A 'Helpdesk' button is located in the top right corner. The main content area features a project description, a 'Project Documents' section with a PDF icon and the title 'Environmental Assessment', a 'Learning by Doing' section with the title 'Lessons from working with private investors', and a 'Related Projects' section with three project cards: 'Mexico Private Sector Wind Development', 'Philippines Sustainable Energy Finance Program', and 'Turkish Sustainable Energy Financing Facility'. On the right side, there are sections for 'Forums' and 'Blogs', with a blog post titled 'The story of a solar power plant' visible. A 'Media Gallery' section at the bottom right shows two images with titles 'Sustainabl e...' and 'Turkey's...'. Red arrows point from text boxes to specific elements on the page: from the 'Project Documents' section to a text box stating 'Browse this project's documents. Click a document's title to download it.'; from the 'More (+)' link in the project description to a text box stating 'Read a description of this Project. Click "More (+)" to expand the description.'; from the 'Lessons from working with private investors' title to a text box stating 'Browse lessons learned from this Project. Click a lesson's title to read its contents.'; from the 'The story of a solar power plant' title to a text box stating 'Browse the project's most recent Blogs and Discussion Forums. Click the blog or forum title to read its contents.'; from the 'Media Gallery' section to a text box stating 'View or download pictures and videos from the project. Click the title of an image or video to view it.'; and from the 'Related Projects' section to a text box stating 'View the list of projects whose scopes are similar to this one's. Click on the "<" and ">" arrows to scroll the list. Click a project's title to be transferred to its page.'

Home > Turkey > CTF Investment Plan > Private Sector Renewable Energy and Energy Efficiency Project

Helpdesk

Private Sector Renewable Energy and Energy Efficiency Project

SHARE

May 16, 2011 | Turkey | By admin | 0 Comments | like

The objective of the Private Sector Renewable Energy and Energy Efficiency Project for Turkey is to help increase privately owned and operated energy production from indigenous renewable sources within the market-based framework of the Turkish electricity market law, enhance energy efficiency, and thereby help reduce greenhouse gas emissions. There are three components to the project, the first

CIF Financing: USD 100 million
Co-financing: USD 1.050 billion

More (+)

Project Documents

Environmental Assessment

View All

Learning by Doing

Lessons from working with private investors
Posted on June 01, 2011
this is a test.

View All

Forums Blogs

The story of a solar power plant
Jun 01, 2011 | Turkey
by admin 0 Comments

View All

Media Gallery

Sustainabl e... Turkey's...

MDB Partners

Find out who the MDB partners are for this project.

View All

Related Projects

Mexico Private Sector Wind Development
Philippines Sustainable Energy Finance Program
Turkish Sustainable Energy Financing Facility

View the list of projects whose scopes are similar to this one's. Click on the "<" and ">" arrows to scroll the list. Click a project's title to be transferred to its page.

Browse this project's documents. Click a document's title to download it.

Read a description of this Project. Click "More (+)" to expand the description.

Browse lessons learned from this Project. Click a lesson's title to read its contents.

Browse the project's most recent Blogs and Discussion Forums. Click the blog or forum title to read its contents.

View or download pictures and videos from the project. Click the title of an image or video to view it.

2.5 Light version of CIFnet (for slow internet connections)

Recognizing that many of the countries in which you live and work have slow or unreliable internet connections, CIFnet is also available in a “Light” version with its own URL, or web address (<http://light.cifnet.climateinvestmentfunds.org>). It is also linked from the CIFnet home page (see screen shot below).

The light version is text only, so images, videos and the world map interface are not available on it. The world map navigation is replaced by a text navigation menu that has links to each of the Country or Region, Investment Plan, and Project pages. The contents, and the instructions for editing and sharing information, are the same on the light version as they are on the main site.

Following is a screen shot of the CIFnet home page and the link to the Light Version of CIFnet.



Following is a screen shot of the CIFnet Light navigation menu.

The screenshot shows the CIFnet Light navigation menu. At the top, there are four tabs: CTF, PPCR, FIP, and SREP. The CTF tab is selected and highlighted with a red box. Below the tabs, there is a list of countries and regions, each with a corresponding 'CTF Investment Plan' link and a 'sample project' link. The countries listed are Algeria, Colombia, Egypt, Indonesia, Jordan, Kazakhstan, Mexico, and Middle East & North Africa Region (MENA). Annotations with red arrows point to specific elements: one points to the CTF tab, another points to the country list, and three others point to the 'CTF Investment Plan' links for Kazakhstan, Mexico, and the MENA region.

Country/Region	CTF Investment Plan	Sample Project
Algeria	CTF Investment Plan	CTF sample project Algeria
Colombia	CTF Investment Plan	Colombia Sustainable Energy Finance Program
Egypt	CTF Investment Plan	Egypt Wind Power Development Project
Indonesia	CTF Investment Plan	Indonesia Geothermal Clean Energy Investment Project
Jordan	CTF Investment Plan	CTF sample project Jordan
Kazakhstan	CTF Investment Plan	Kazakhstan District Heating Modernization Framework
Mexico	CTF Investment Plan	Mexico Urban Transport Transformation Program Mexico Efficient Lighting and Ap Mexico Renewable Energy Pro Mexico Private Sector Wind De
Middle East & North Africa Region (MENA)	CTF Investment Plan	

Annotations:

- Select the Fund or Program to view the countries participating in it
- Countries are listed on the left. Click to visit a country page.
- Click to visit investment plan page for each country
- Click to visit project pages for each investment plan.

3. Getting Connected

3.1 Creating a new account

In order to have access to CIFnet's knowledge and networking tools, you must first create a CIFnet account. To register follow these instructions:

- Click on the "Login" link on the CIFnet header (look at the top right corner of the page, next to the search bar).
- When the Login page loads, click on the tab that says "Create new account" (see screen shot on the following page).
- Enter a Username, Email Address, First name, Last name, and Organization. Select the Country you live in or represent, and select your CIF Affiliation from the drop down list. All fields must be filled out in order for the registration form to be accepted.
- Click on the "Create new account" button on the bottom of the page to submit your registration form.

Following is a screen shot of the Login page where you can create a new account.

The screenshot shows a web page titled 'User account' with a breadcrumb trail 'Home > User account > User account'. At the top, there are three tabs: 'Create new account' (highlighted with a red arrow), 'Log in', and 'Request new password'. Below the tabs, a box says 'Click on "Create new Account"'. The main form contains several mandatory fields, each with a red box and an arrow pointing to a central red box that says 'Enter your information in all the mandatory fields':

- Username: ***: A text input field. Below it, a note says 'Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.'
- E-mail address: ***: A text input field. Below it, a note says '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.'
- First Name: ***: A text input field.
- Last Name: ***: A text input field.
- Organization: ***: A text input field.

Below these fields are two dropdown menus:

- Country: ***: A dropdown menu with 'Afghanistan' selected.
- CIF Affiliation: ***: A dropdown menu with 'Multilateral Development Bank' selected.

A red arrow points from both dropdown menus to a red box that says 'Select Country and CIF Affiliation from the drop down list'. At the bottom left, there is a 'Create new account' button with a red arrow pointing to a red box that says 'Click on this button'.

Creating a new account does not give you automatic access to CIFnet 's tools and features. Note that you will need to follow a few more steps before you can login for the first time and create your password.

Once you have registered for a new account, you will receive an automatically generated email notification, as shown in the screen shot below.

Thank you for registering at CIF. Your application for an account is currently pending approval. Once it has been approved, you will receive another e-mail containing information about how to log in, set your password, and other details.

-- CIF team

You will receive another notification email once the CIFnet Administrator activates your account.

- Click on the link provided in the activation email to login for the first time, as indicated in the screenshot below.

Your account at CIF has been activated.

You may now log in by clicking on this link or copying and pasting it in your browser:

<http://cif.zaloni.net/user/reset/57/1314720163/a4fbd2946c1f5b392da106aae>

Click this link

This is a one-time login, so it can be used only once.

After logging in, you will be redirected to <http://cif.zaloni.net/user/57/edit> so you can create your password.

Once you have set your own password, you will be able to log in to <http://cif.zaloni.net/user> in the future using:

username: testuser

- The link will take you to a page where you can immediately login by clicking the “login” button.
- Once you click that button, you will be transferred to the page shown in the screenshot below, where you will be asked to create the password for your CIFnet account.

Account information

Username: *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

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:

Enter password

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

Status:

☐ Blocked

☒ Active

Roles:

☐ authenticated user

3.2 Logging in as a registered user

Any registered user can login to CIFnet by following the steps below:

- Click on “Login” link present on the header.
- Enter username and password in the space provided.
- Click on “Login” button.

Following is a screen shot of “Login” page.

The screenshot shows the login page of the Climate Investment Funds (CIF) website. The header includes the CIF logo, navigation links (Home, Login, Contact), and a search bar. A red box highlights the 'Login' link in the header, with an arrow pointing to a callout box that says 'Click on the “Login” link'. Below the header, a banner states 'This website is under development - the content presented is only for testing.' The main content area is titled 'User account' and contains three links: 'Create new account', 'Log in', and 'Request new password'. The 'Log in' link is highlighted with a red box. Below these links, there are two input fields: 'Username: *' and 'Password: *'. Both fields are highlighted with red boxes. Arrows point from these boxes to callout boxes: 'Type your username in the space provided' for the username field and 'Type your password in the space provided' for the password field. At the bottom, there is a 'Log in' button highlighted with a red box, with an arrow pointing to a callout box that says 'Click “Log in” button'.

Climate INVESTMENT FUNDS

Light Version : Home **Login** Contact Search

About Us | Clean Technology Fund | Strategic Climate Fund | Country and Regional Pilots | All

This website is under development - the content presented is only for testing.

Home › User account

Create new account Log in Request new password

User account

Username: *

Enter your CIF username.

Password: *

Enter the password that accompanies your username.

Log in

Type your username in the space provided

Type your password in the space provided

Click “Log in” button

Once you are logged in, you will be taken to a page where your user profile is displayed. The profile picture shown on this page will be displayed alongside any comments you post on CIFnet.

To add or change your profile picture, follow these instructions:

- First click “Edit” (see screen shot below).
- Then scroll down to the “Upload Picture” section of the profile editing page.
- Click “Browse” to locate the image you want to be attached to your profile.
- Once the image file has been located and selected, click “Open”.
- Finally click “Save” at the bottom of the profile editing page.

Following is a screen shot of the profile editing page.

The screenshot shows the 'Profile' tab of a user account. At the top, there are 'View' and 'Edit' buttons. A red box highlights the 'Edit' button, with an arrow pointing to a text box that says 'Click "Edit" on the user profile page.' Below this, the 'Project Partner' section is visible. Under 'Account information', the 'E-mail address' field is highlighted with a red box, containing the text 'projectpartner111111@yahoo.com'. Below it, there are fields for 'Password' and 'Confirm password'. A note states: 'To change the current user password, enter the new password in both fields.' The 'Picture' section has an 'Upload picture:' label and a 'Browse...' button. A red box highlights the 'Browse...' button, with an arrow pointing to a text box that says 'Click "Browse" to locate and upload your picture.' Below the picture section, there are 'Contact settings' and 'Locale settings' sections. In the 'Contact settings' section, the 'Personal contact form' checkbox is checked. In the 'Locale settings' section, the 'Default time zone' is set to 'America/New_York'. At the bottom left, a red box highlights the 'Save' button, with an arrow pointing to a text box that says 'Click "Save"'. The page has a blue sidebar on the left and a vertical scrollbar on the right.

View Edit

Account Profile

Project Partner

Account information

E-mail address: *
projectpartner111111@yahoo.com
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.

Picture

Upload picture:

Your virtual face or picture. Maximum dimensions are 150x85 and the maximum size is 300KB.

Browse...

Click "Browse" to locate and upload your picture.

▼ Contact settings

☒ Personal contact form
Allow other users to contact you by e-mail via your [personal contact form](#). Note that while your e-mail address is not made public to other members of the community, privileged users such as site administrators are able to contact you even if you choose not to enable this feature.

▼ Locale settings

Default time zone:
America/New_York
Select your current local time. If in doubt, choose the timezone that is closest to your location which has the same rules for daylight saving time. Dates and times throughout this site will be displayed using this time.

Save

Click "Save"

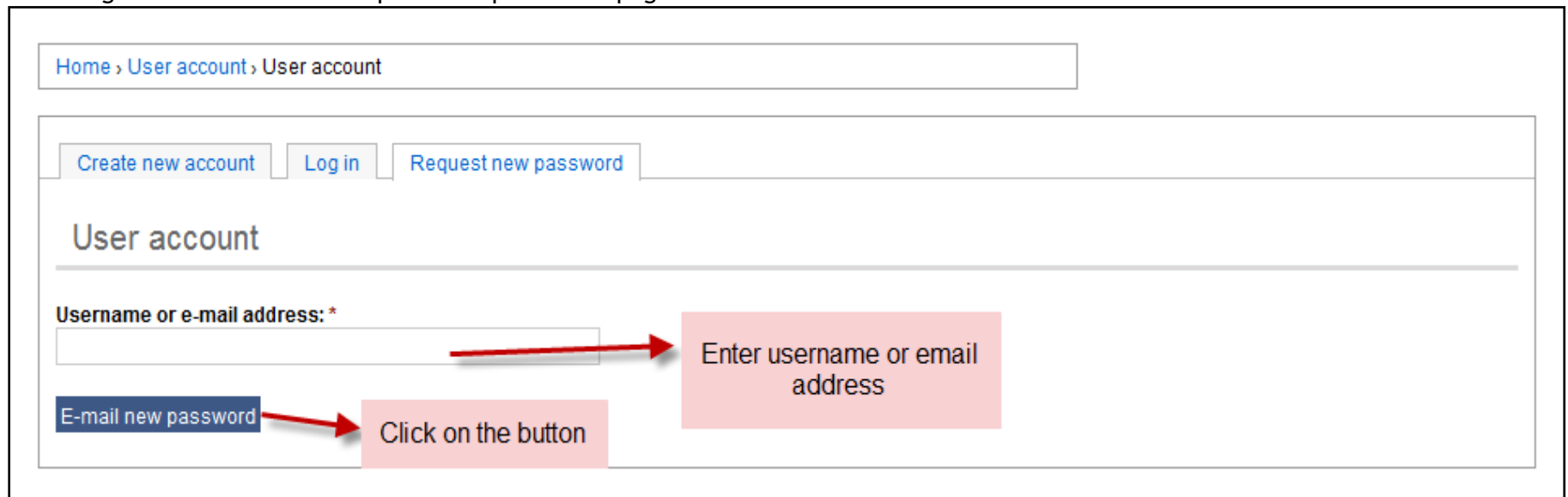
For security reasons, remember to always log out after you are finished using CIFnet, as some internet browsers may keep you logged in even if you have closed the browsing window.

3.3 Resetting your forgotten password

If you are not able to access the site because you forgot your password or username, just follow these steps:

- Click on “Login” link
- Click on “Request new password”, enter username or email address
- Click the “E-mail new password” button.

Following is the view of the “Request new password” page:



The screenshot shows a web interface for requesting a new password. At the top, there is a breadcrumb trail: [Home](#) > [User account](#) > [User account](#). Below this, there are three tabs: [Create new account](#), [Log in](#), and [Request new password](#). The [Request new password](#) tab is selected. The main heading is "User account". Below the heading, there is a label "Username or e-mail address: *" followed by a text input field. A red arrow points from this input field to a pink box containing the text "Enter username or email address". Below the input field, there is a blue button labeled "E-mail new password". A red arrow points from this button to a pink box containing the text "Click on the button".

- You will receive an email in response to the password request.
- Follow the instructions in the email to reset your password.

4. Knowledge and Networking Tools (Organized by User Role)

Everyone can contribute and participate. CIFnet makes it easy by giving registered users access to the following tools:

Government focal points and MDB team leaders can...

- Track the projects under their supervision using built-in notifications.
- Share their insights into the national context for climate action.
- Learn from their counterparts' experiences with governance issues and institutional arrangements.

Project managers and staff can...

- Share project information, experiences, lessons, multi-media, and more.
- Connect and stay up-to-date with staff working on similar projects elsewhere in the world.
- Connect with stakeholders from their countries and communities.
- Access the Helpdesk service.

Development partners, civil society, the private sector, and indigenous peoples can...

- Stay updated on projects of interest using CIFnet's selective notification system.
- Communicate with country and project staff by participating in discussions and blogs.

Users must be registered and logged in to CIFnet to use its knowledge and networking tools. The suite of tools at their disposal will depend on their role in relation to the CIF. The following user roles have been created, differentiating between roles for users that are carrying out CIF operations (i.e. managers or members of country and project teams), and roles for other involved stakeholders (i.e. members of civil society, private sector, development partner organizations, indigenous peoples, or the general public):

- Country administrators can edit their country and investment plan pages; participate in forums and blogs on all pages; sign up for notifications; and browse all content.
- Project implementers can edit their project page; upload documents, lessons, and multimedia to their project page; connect to related projects; participate in forums and blogs on all pages; sign up for notifications; and browse all content.
- Stakeholders can participate in forums and blogs on all pages; sign up for notifications; and browse all content.
- Un-registered users can browse all content.

Note that these user roles were created only for the purposes of administering CIFnet. They were not created as official titles or designations in the CIF governance structure. The CIFnet Administrator will determine which users are given country administrator and project implementer roles in consultation with government and MDB focal points. Also note that users can have multiple roles (e.g. country administrator and a project implementer).

4.1 Tools for country administrators

To become a country administrator, you must be designated directly by your country's CTF, FIP, PPCR, or SREP Focal Point via an email to the CIFnet Administrator (CIFnet@worldbank.org). Focal Points may also designate themselves as country administrators. The CIF Administrator will verify your designation as a country administrator and grant you the appropriate access when you create a CIFnet account (see section 3.1 above). The Focal Point can designate several people as country administrators for their country, and all will be given equal access to edit country and investment plan pages and use CIFnet tools.

- As a country administrator, you are responsible for editing your own Country page and your Investment Plan page(s), keeping them up-to-date, and ensuring the quality of information presented in them. Your first task, on your Country page, is to edit your country's profile and the description of your country's climate-related policies and initiatives. On your Investment Plan page, you will also need to edit the description of your country's investment plan. If you need assistance, contact the CIFnet Administrator or your MDB partners.
- You will automatically be notified by email when your own Country and Investment Plan pages have been edited or updated (i.e. a country administrator adds an update on a new climate policy, or a member of the private sector starts a discussion on your Investment Plan page).
- You will also be automatically notified by email when Project pages that fall within your country's investment plan are edited or updated (i.e. a new document or lesson learned is posted on the page of a project included in their investment plan).

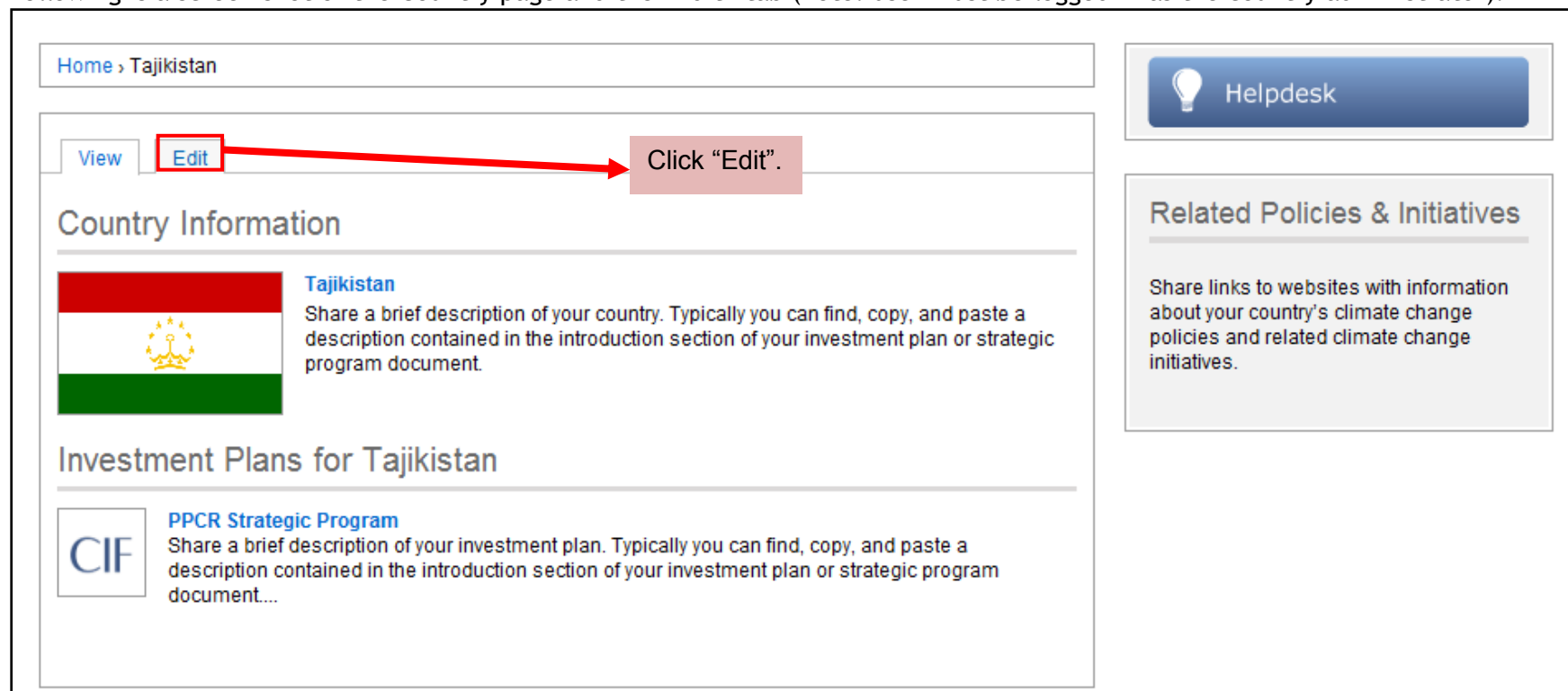
4.1.1 Editing your Country page

On your Country page, you can share a brief or detailed description of your country and its policies and initiatives related to climate change. Typically you can find, copy, paste, and edit a country description from the introduction section of your investment plan or strategic program document. Under "Related Policies & Initiatives", you can describe your country's climate change goals and share links to government, MDB, NGO and other websites with information about your country's climate change policies and related climate change initiatives.

After logging in to your country administrator account, follow these steps to edit the contents of your Country page:

- Navigate to your Country page (see section 2.3 above).
- Click "Edit" above the "Country Information" title (see screen shot on the following page).

Following is a screen shot of the Country page and the “Edit” tab (note: user must be logged in as the country administrator).



By clicking on “Edit”, you will be transferred to the Country editing page where you can edit the following information:

- “Title” - name of country.
- “Country Information” - description of country.
- “Related Policies & Initiatives” - description of climate policies and initiatives, with links to other relevant websites and pages.
- “Location” - location of your country, as depicted on the CIFnet world map.
- “Flag” - image of country flag, as displayed on Country page.
- “File attachments” - relevant documents for download.
- “Shared Users” - all of the CIFnet users that are country administrators that have access to edit this Country page.

When the Country editing page loads, you should begin by adding or editing the text in the space provided under “Country Information”.

- Using your keyboard, type a description of your country in the space provided under “Country Information”. You can also find, cut, copy, paste and edit a description of your country contained in your investment plan or strategic program document.
- Do not change the “Title”, as your country’s name will already have been entered in this space.
- The new text you enter, and any other changes you make, will only be reflected in the published Country page after you click the “Save” button at the bottom of the Country editing page.

Following is a screen shot of the top of the Country editing page, where the “Country Information” can be edited.

Home > Tajikistan > Tajikistan

View Edit

Title: *

Tajikistan

Menu settings

Country Information:

Share a brief description of your country. Typically you can find, copy, and paste a description contained in the introduction section of your investment plan or strategic program document.

Do not edit the “Title”, as this has already been provided.

Edit the “Country Information” by typing in the space provided.

Click, to paste text from Microsoft Word.

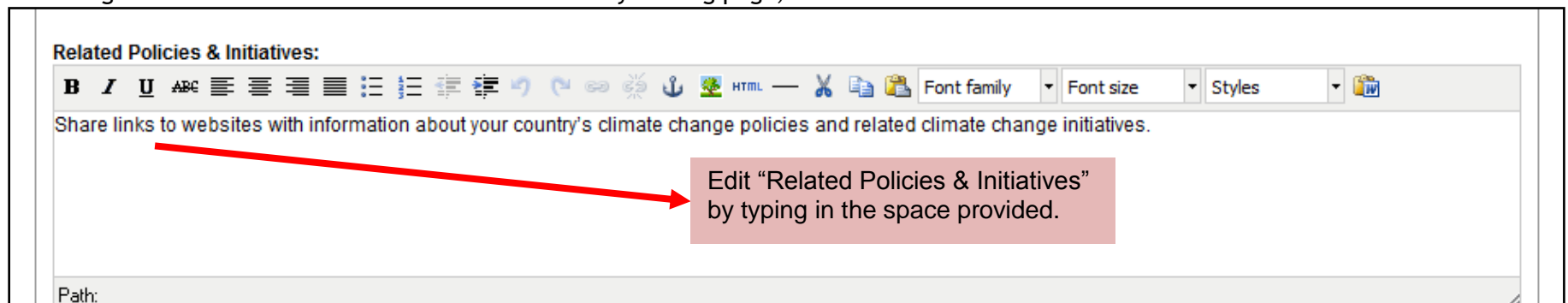
The next task will be to edit the description of your country's climate change policies and related initiatives under "Related Policies & Initiatives".

- Using your keyboard, type a description of your country's climate change goals and share links to government, MDB, NGO and other websites with information about your country's climate change policies and related climate change initiatives.

To include a link to a website, follow these instructions:

- Type the web address of the website you want to link to in the space provided (http://www.meteo.tj/eng/climate_change.html).
- The web address will automatically be turned into a link that users can click.
- To change the link so that it displays a title, rather than the actual web address, simply click on the web address link and type the title over the web address. For example you could change the web address link http://www.meteo.tj/eng/climate_change.html into a link title that says Tajikistan's Climate Change Centre website.

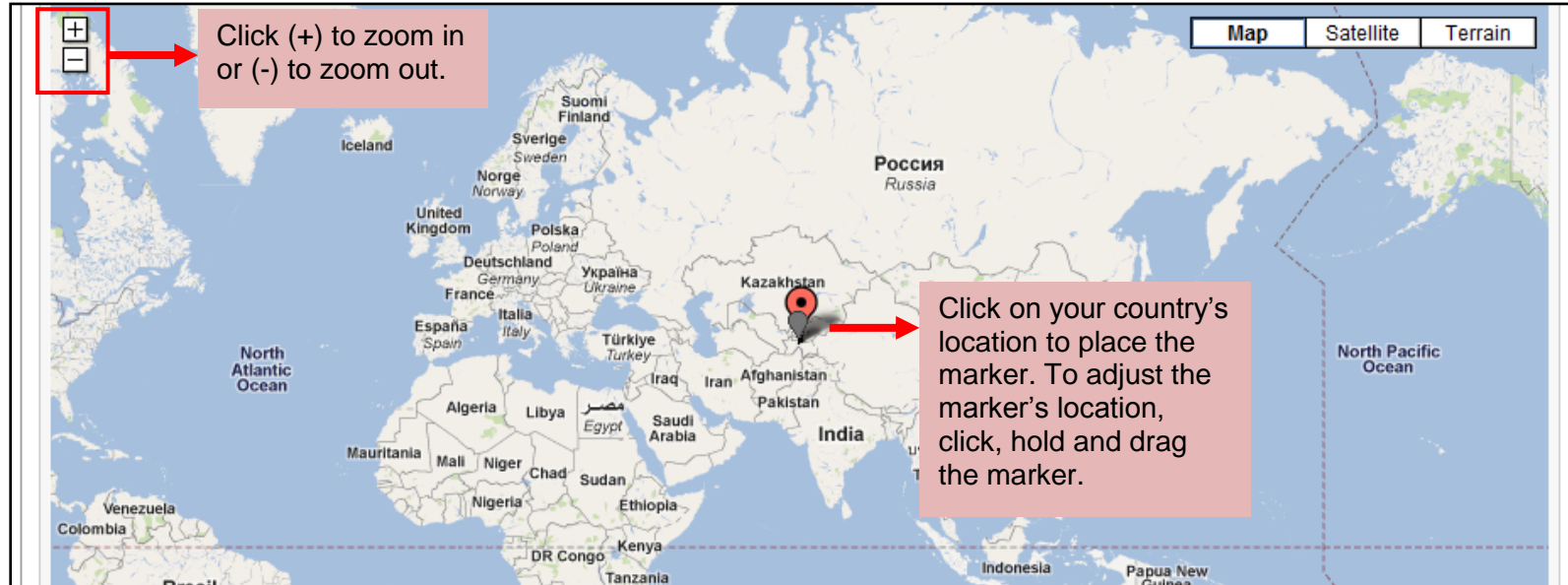
Following is a screen shot of the section of the Country editing page, where the "Related Policies & Initiatives" can be edited.



Further down the Country editing page, you can adjust your country's location marker on the world map.

- Click on the (+) or (-) buttons in the top left corner of the world map to zoom in or zoom out to the appropriate scale.
- Click on your country's location to place the marker.
- To adjust the marker's location, click, hold, and drag the marker to your desired location.

Following is a screen shot of the area of the Country editing page, where the country's map location can be edited.



Lower on the Country editing page, you can remove or change your country's flag and add file attachments.

- To remove the image of your country's flag, click the "Remove" button. You could leave your country page without a flag or, alternatively, upload an image of your country's flag from your own files.
- To add a file attachment, click "Browse" to locate the file you want to attach. Once the file has been selected, click "Attach".

Following is a screen shot of the area of the Country editing page, where the flag and file attachments can be edited.

The screenshot displays the 'Country editing' interface. At the top, under the 'Flag:' label, there is a flag image and a 'Remove' button. A red box highlights the 'Remove' button, with an arrow pointing to a text box that reads: 'Click "Remove" to delete the default flag. Once removed, a new flag can be uploaded by clicking the "Browse" button that will appear in place of the "Remove" button, and selecting the new flag image from your files.'

Below the flag section, there are expandable sections for 'Notifications', 'Revision information', and 'URL path settings'. The 'URL path settings' section is expanded, showing a checkbox for 'Automatic alias' (checked) and a text input field containing 'country/tajikistan'.

Further down, the 'File attachments' section is expanded. It contains a text input field labeled 'Attach new file:' and a 'Browse...' button. A red box highlights the 'Browse...' button, with an arrow pointing to a text box that reads: 'Click "Browse" to locate a file you want to attach. Once the file has been located, click "Attach". You can attach multiple files, one-by-one.'

Below the 'Attach new file:' field, there is a note: 'The maximum upload size is 20 MB. Only files with the following extensions m'. At the bottom left of the 'File attachments' section, there is an 'Attach' button, which is also highlighted with a red box and an arrow pointing to the same text box as the 'Browse' button.

At the bottom of the Country editing page, you can delegate editing rights to other country administrators and save any changes you have made in the current editing session.

As mentioned above in section 4.1, your country's Focal Point can designate several people as country administrators, and all will be given equal access to edit the Country page. The CIFnet usernames of these country administrators will be listed in the "Shared Users" section of the Country editing page. Note that only their usernames will be listed, not their actual names.

To manage a country administrator's access to edit your Country page, follow these instructions:

- Type the CIFnet username of the person you want to give editing rights to in one of the empty username boxes under "Shared Users". Note that only one username can be entered per line. Also note that only CIFnet users with country administrator roles can be added under the "Shared Users" list on the Country page.
- As you type the username in the box, the program will provide you with options of usernames that are already in the system. If the username of the person you wish to delegate editing rights to does not appear, it means either that you misspelled their username or that they have not been designated by your Focal Point as a country administrator. To resolve this, you should send a request to the CIFnet Administrator (cifnet@worldbank.org), via your Focal Point, to give the user role of country administrator to the user.
- If all the username boxes are filled, click "Add another user", and a new empty box will be added. Then follow the first step.
- If you delete a user's name from the "Shared Users" list, their access to edit the page will be taken away.

To save all edits that you have made during the current editing session:

- Click "Save" at the bottom of the Country editing page.

Following is a screen shot of the bottom of the Country editing page where "Shared Users" can be edited and all edits can be saved.

The screenshot shows the bottom of the Country editing page. The 'Shared Users' section is highlighted with a red box. It contains two input fields for usernames, with the first one containing 'PPCR Tajikistan'. Below the input fields is a button labeled 'Add another user'. To the right of the 'Shared Users' section, there is a red callout box with the text: 'Type the CIFnet usernames (one per line) of your country co-administrators under "Shared Users" to give them access to edit your Country page.' Below the 'Shared Users' section, there is a section for 'Publishing options' which includes a 'Save' button, a 'Preview' button, and a 'Delete' button. A red callout box points to the 'Save' button with the text: 'Click "Save" to save any changes you have made in the current editing session.'

4.1.2 Editing your Investment Plan page

On your Investment Plan page, you can share a brief or detailed description of your country's investment plan or strategic program. Typically you can find, copy, paste, and edit the summary from your investment plan or strategic program document. You can also add a blog or start a discussion on your own Investment Plan page (see section 4.1.3 and 4.1.4).

After logging in to your Country Administrator account, follow these steps to edit the contents of your Investment Plan page:

- Navigate to your Investment Plan page (see section 2.3 above).
- Click "Edit" above the Investment Plan title (see screen shot below).

Following is a screen shot of the top of the Investment Plan page (note: user must be logged in as the country administrator).

The screenshot displays the top section of the 'Investment Plan for Tajikistan' page. At the top, a breadcrumb trail reads 'Home > Tajikistan > PPCR Strategic Program'. Below this, there are two buttons: 'View' and 'Edit'. The 'Edit' button is highlighted with a red rectangular box, and a red arrow points from it to a pink callout box containing the text 'Click "Edit".'. The main content area is titled 'Investment Plan for Tajikistan' and features a 'CIF' logo. The text below the logo reads: 'PPCR Strategic Program', 'May 16, 2011 | Tajikistan | By admin | like', and 'Share a brief description of your investment plan. Typically you can find, copy, and paste a description contained in the introduction section of your investment plan or strategic program document. The CIF AU can assist with some previously developed summaries, if needed.' To the right of the main content, there is a 'Helpdesk' button and a 'Country Program Information' section. The 'Country Program Information' section contains the text: 'To be filled by the Admin Unit. Please insert here all programming information including MDB and country focal point, dates and...' followed by a 'More' link. Below the main content, there is a section titled 'Projects Approved Under the Investment Plan' which includes a 'CIF' logo and the text 'Improvement of Weather, Climate, and Hydrological...'. To the right of this section, there are two buttons: 'Add New Blog' and 'Start a Discussion'.

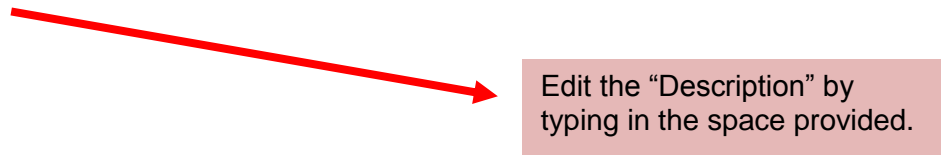
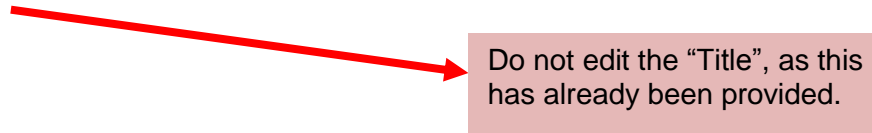
By clicking on “Edit”, you will be transferred to the Investment Plan editing page where you can edit the following information:

- “Title” - name of the investment plan following this format: “CTF Investment Plan” or “PPCR Strategic Program”.
- “Country” - name of the country to which the investment plan belongs.
- “Fund” - CIF fund or program to which the investment plan belongs (i.e. CTF, PPCR, FIP, SREP).
- “Investment Plan Type” - distinguishes between country and regional investment plans.
- “Description” - summary of the investment plan.
- “Related Image” - an image of the investment plan that will be displayed on the investment plan and project pages.
- “Location” - location of the country, as depicted on the CIFnet world map.
- “File attachments” - relevant documents for download, like the full approved investment plan, an executive summary, posters, or presentations.
- “Shared Users” - all of the CIFnet users that are country administrators that have access to edit this Country page.

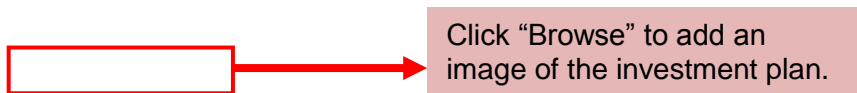
When the Investment Plan editing page loads, you should begin by adding or editing the text in the space provided under “Description”.

- Using your keyboard, type the summary of your investment plan in the space provided under “Description”. You can also find, copy, paste, and edit the summary from your investment plan or strategic program document.
- Please do not change the “Title”, “Country”, “Fund” or “Investment Plan Type” as this information will already have been entered in the relevant spaces.
- The new text you enter under “Description”, and any other changes you make, will only be reflected in the published Investment Plan page after you click the “Save” button at the bottom of the Investment Plan editing page.
- To add a picture of your investment plan to your investment plan and country pages, click the “Browse” button under “Related Image”. Then select the image from your files and click “Open”.

Following is a screen shot of the top of the Investment Plan editing page, where the “Description” can be edited.



Click, to paste text from Microsoft Word.



Title: *

PPCR Strategic Program

Country: *

Tajikistan

▽ Vocabularies

Fund : *

PPCR

Investment Plan Type: *

Country

☒ Show summary in full view

Description:

B *I* U ABC [List Icons] [Link Icon] [Image Icon] [HTML Icon] [Undo Icon] [Redo Icon] [Font family] [Font size] [Styles] [Word Icon]

Share a brief description of your investment plan. Typically you can find, copy, and paste a description contained in the introduction section of your investment plan or strategic program document. The CIF AU can assist with some previously developed summaries, if needed.

Path:

[Disable rich-text](#)

▷ [Input format](#)

Related Image:

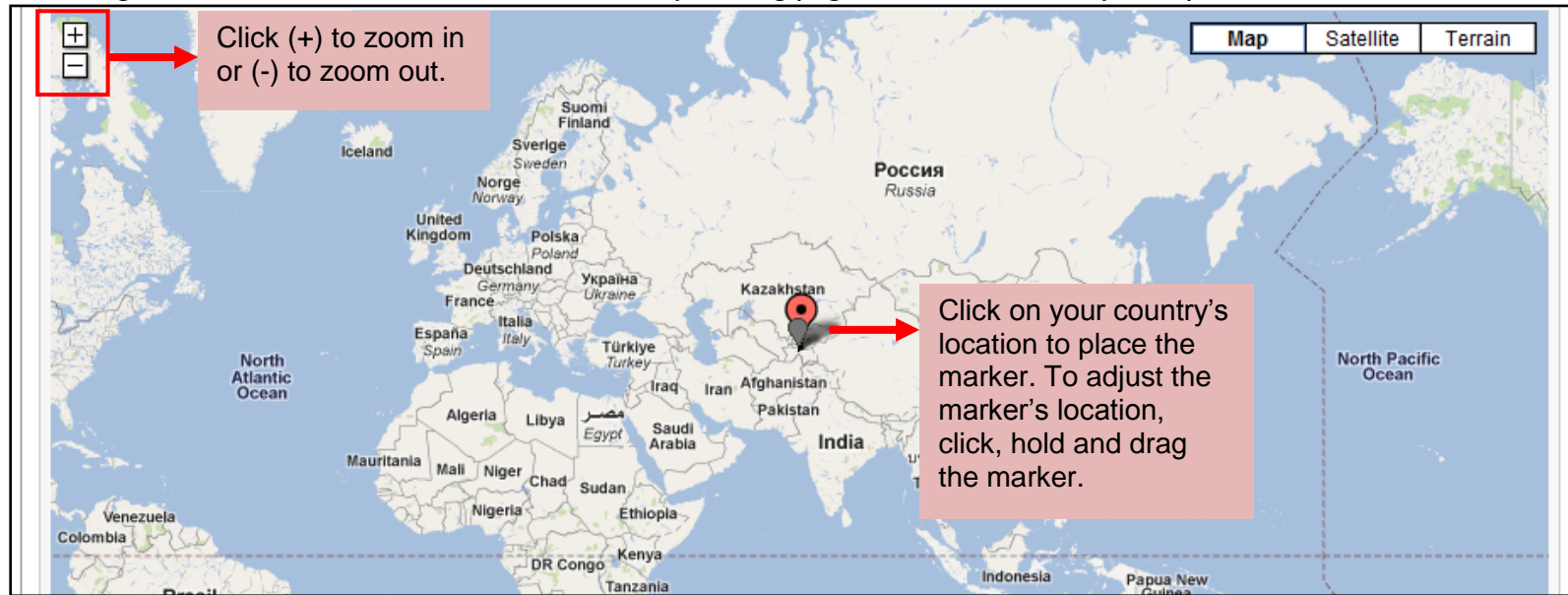
Browse...

Upload

Further down the Investment Plan editing page, you can adjust your country's location marker on the world map.

- Click on the (+) or (-) buttons in the top left corner of the world map to zoom in or zoom out to the appropriate scale.
- Click on your country's location to place the marker.
- To adjust the marker's location, click, hold, and drag the marker to your desired location.

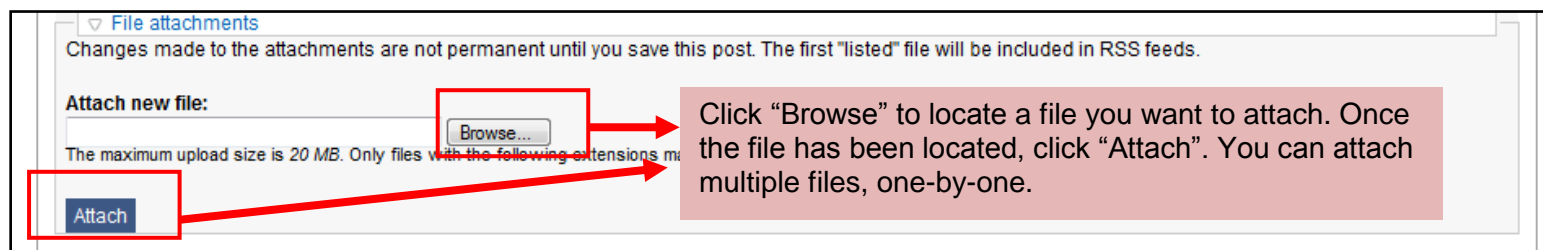
Following is a screen shot of the area of the Country editing page, where the country's map "Location" can be edited.



Lower on the Investment Plan editing page, you can add file attachments.

- To add a file attachment, click "Browse" to locate the file you want to attach. Once the file has been selected, click "Attach".

Following is a screen shot of the area of the Investment Plan editing page, where file attachments can be added.



At the bottom of the Investment Plan editing page, you can delegate editing rights to other country administrators and save any changes you have made in the current editing session.

As mentioned above in section 4.1, your country's Focal Point can designate several people as country administrators, and all will be given equal access to edit the Country page. The CIFnet usernames of these country administrators will be listed in the "Shared Users" section of the Investment Plan editing page. Note that only their usernames will be listed, not their actual names.

To manage a country administrator's access to edit your Investment Plan page, follow these instructions:

- Type the CIFnet username of the person you want to give editing rights to in one of the empty username boxes under "Shared Users". Note that only one username can be entered per line. Also note that only CIFnet users with country administrator roles can be added under the "Shared Users" list on the Investment Plan page.
- As you type the username in the box, the program will provide you with options of usernames that are already in the system. If the username of the person you wish to delegate editing rights to does not appear, it means either that you misspelled their username or that they have not been designated by your Focal Point as a country administrator. To resolve this, you should send a request to the CIFnet Administrator (cifnet@worldbank.org), via your Focal Point, to give the user role of country administrator to the user.
- If all the username boxes are filled, click "Add another user", and a new empty box will be added. Then follow the first step.
- If you delete a user's name from the "Shared Users" list, their access to edit the page will be taken away.

To save all edits that you have made during the current editing session:

- Click "Save" at the bottom of the Investment Plan editing page.

Following is a screen shot of the bottom of the Investment Plan editing page where "Shared Users" can be edited and all edits can be saved.

The screenshot shows a web interface for managing 'Shared Users'. A red box highlights the 'Shared Users' section, which contains two input fields. The first field contains the text 'PPCR Tajikistan'. Below the input fields is a button labeled 'Add another user'. To the right of the input fields, a red arrow points from the first field to a text box. Below the 'Shared Users' section, there are three expandable sections: 'Authoring information', 'Publishing options', and 'Save | Preview | Delete'. A red box highlights the 'Save' button in the 'Save | Preview | Delete' section, with a red arrow pointing from it to a text box.

Shared Users:

+ PCR Tajikistan

+

Add another user

Authoring information

Publishing options

Save | Preview | Delete

Type the CIFnet usernames (one per line) of your country co-administrators under "Shared Users" to give them access to edit your Country page.

Click "Save" to save any changes you have made in the current editing session.

4.1.3 Starting or joining a blog

Blogs are useful tools for sharing stories about your Investment Plan with the public and reporting on progress during preparation and implementation, similar to a news update. For example, you could provide an update on national stakeholder consultations or share the outcomes of a recent workshop. You can also provide links to other blogs such as those posted to MDB or government websites.

Since email notifications are built into CIFnet, starting or joining a blog on the Investment Plan or Project page is an easy way for you to get in touch with country and project team members. In the same spirit, other CIFnet users may start or join blogs on your Investment Plan page, and it will be your responsibility to engage with them courteously, as you would expect them to do with you.

All registered users, including country administrators, can start or join blogs, not only on your own Investment page but on all Investment Plan and Project pages on CIFnet.

After logging in to your country administrator account, follow these steps to start a new blog on an Investment Plan or Project page:

- Navigate to your Investment Plan page or the page on which you wish to start a blog (see section 2.3 and 2.4).
- To add a new blog on the page, click on the “Add New Blog” button in the right hand column
- Type your comments in the form that loads, and click “Save”.
- Your Blog will be posted in the Blogs box on the Investment Plan page and any page upstream; AND
- An email notification will be sent to the country administrators that manage that page.
- When someone comments on your blog, you will be automatically notified by email.

Following is a screen shot of the “Add New Blog” button on the Investment Plan page (note: user must be logged in).

The screenshot displays a web interface for the 'Investment Plan for Indonesia'. At the top, a breadcrumb trail reads 'Home > Indonesia > CTF Investment Plan'. Below this, there are 'View' and 'Edit' tabs. The main content area is titled 'Investment Plan for Indonesia' and features a 'CTF Investment Plan' entry dated May 16, 2011, by 'admin', with a 'like' button. A text box below the entry provides instructions on how to share a brief description of the investment plan. To the right of the main content, there is a 'Country Program Information' section with a 'More' link. Below the main content, there is a section titled 'Projects Approved Under the Investment Plan' with a 'CIF' logo and the text 'Indonesia Geothermal Clean Energy Investment...'. A 'More >>' link is at the bottom right of this section. On the right side of the page, there are two buttons: 'Add New Blog' (highlighted with a red box) and 'Start a Discussion'. A callout bubble with the text 'Click to Add new Blog' points to the 'Add New Blog' button.

Home > Indonesia > CTF Investment Plan

View Edit

Investment Plan for Indonesia

CTF Investment Plan
May 16, 2011 | Indonesia | By admin | like

Share a brief description of your investment plan. Typically you can find, copy, and paste a description contained in the introduction section of your investment plan or strategic plan. The CIF AU can assist with some previously developed summaries, if needed.

Country Program Information

To be filled by the Admin Unit. Please insert here all programming information including MDB and country focal point, dates and...

[More](#)

Projects Approved Under the Investment Plan

Indonesia Geothermal Clean Energy Investment...

[More >>](#)

[Add New Blog](#)

[Start a Discussion](#)

Click to Add new Blog

Following is a screen shot of the form that loads when you click the “Add New Blog” button.

The screenshot displays a web form titled "Create Blog entry". At the top, a breadcrumb trail shows "Home > Create content > Create Blog entry". The form includes a "Title: *" text field, a "Related Items" section, and three dropdown menus: "Related Country: *" (set to "Indonesia"), "Investment Plan: *" (set to "CTF Investment Plan"), and "Related Project:" (set to "Select Project"). A callout bubble points to the title field with the text "Enter Blog title in this text area". Another callout bubble points to the "Related Country" and "Investment Plan" dropdowns with the text "Country and Investment Plan is auto selected". Below these is a "Description: *" text area with a rich text editor toolbar. The toolbar contains icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a "Show summary in full view" link. A callout bubble points to the description area with the text "Enter your text in the space provided". Another callout bubble points to the "Show summary in full view" link with the text "Copy text from word and paste".

Home > Create content > Create Blog entry

Create Blog entry

Title: *

Related Items

Related Country: *
Indonesia

Investment Plan: *
CTF Investment Plan

Related Project:
Select Project

Description: *

Enter your text in the space provided

Enter Blog title in this text area

Country and Investment Plan is auto selected

Show summary in full view

Copy text from word and paste

Screen shot continued on following page...

Screen shot continued from previous page...

File attachments

Changes made to the attachments are not permanent until you save this post. The first "listed" file will be included in RSS feeds.

Attach new file:

Browse...

The maximum upload size is 20 MB. Only files with the following extensions may be uploaded: *jpg jpeg gif png txt doc xls pdf ppt docx pptx xlsx*.

Attach

Save Preview

Click on "Save"

Follow these steps to comment on an existing blog on an Investment Plan or Project page:

- Navigate to the Investment Plan page or the page on which you wish to comment on a blog (see section 2.3 and 2.4).
- In the "Forums/Blogs" box, click on Blogs to see the most recent blogs.
- Click on the title of the Blog you want to comment on.
- Type your comments in the form that loads, and click "Save".
- Your comments will be posted on the page of the blog; AND
- An email notification will be sent to the user that created the blog you commented on and the country administrators that manages that page.
- When someone else comments on the blog or responds to your comment, you will be automatically notified by email.

Following is a screen shot of the Investment Plan page and the “Forums/Blogs” box.

The screenshot displays a web interface with two main sections. The top-left section, titled "Investment Plan for Ghana", features a "CIF" logo and a post titled "FIP Investment Plan" dated May 16, 2011, by "admin". It includes a "like" button and a description: "Share a brief description of your investment plan. Typically you can find, copy, and paste a description contained in the introduction section of your investment plan or strategic program document. The CIF AU can assist with some previously developed summaries, if needed".


The top-right section, titled "Country Program Information", contains the text: "To be filled by the Admin Unit. Please insert here all programming information including MDB and country focal point, dates and..." and a "More" link.

The bottom-left section, titled "Projects Approved Under the Inv", shows a "CIF" logo and a post titled "FIP Sample project Ghana". It includes a "More >>" link. A red box with the text "Click on 'Blogs' to see the most recent blogs." has a red arrow pointing to the "Blogs" tab in the bottom-right section. Another red box with the text "Click on the title of the blog you wish to comment on." has a red arrow pointing to the title "New Blog" in the same section.

The bottom-right section, titled "Blogs", features a "New Blog" post dated May 16, 2011, by "admin" with "0 Comments" and a "View All" link. Below this are two buttons: "Add New Blog" and "Start a Discussion".

Following is a screen shot of the page that loads when you click the title of the blog.

New Blog

May 16, 2011 | [Ghana](#) | By [admin](#) | 0 Comments [like](#)












































This is a test blog.

No comments

Add your comment




Subject:

Comment: *


B *I* U ABC                                           


Following is a screen shot of the blog page after a comment has been added.

New Blog

May 16, 2011 | [Ghana](#) | By [admin](#) |  1 Comments  like

This is a test blog.




 1 comment





Comment on test blog



[admin](#) wrote 1 sec ago



This is a comment to the blog.

 delete  edit  reply

Recent blogs

[Energy efficiency in Turkey's industries](#)
Jun 14, 2011 | [Turkey](#)
by [admin](#)  0 Comments

[The story of a solar power plant](#)
Jun 01, 2011 | [Turkey](#)
by [admin](#)  0 Comments

[New Blog](#)
May 16, 2011 | [Ghana](#)
by [admin](#)  1 Comments

[View All](#)

4.1.4 Starting or joining a discussion

Discussion forums are useful tools for communicating and networking with staff from other country and project teams and engaging with registered stakeholders. For example you may want to contact someone from another country team to find out how they set up their national steering committee or why they included a specific project in their investment plan.

Again, since email notifications are built into CIFnet, starting or joining a discussion on the Investment Plan or Project page is one of the easiest ways for you to get in touch with country and project team members. In the same spirit, other CIFnet users may start or join discussions on your Investment Plan page, and it will be your responsibility to engage with them courteously, as you would expect them to do with you.

All registered users, including country administrators, can start or join discussions, not only on their own Investment Plan page, but on all Investment Plan and Project pages in CIFnet.

After logging in to your country administrator account, follow these steps to start a discussion on an Investment Plan or Project page:

- Navigate to the Investment Plan page on which you wish to start a discussion (see section 3.2 and 3.3).
- To start a new discussion on the page, click on the “Start a Discussion” button in the right hand column.
- Type your comments in the form that loads, and click “Save”.
- Your discussion will be posted in the Forums box on the Investment Plan page and any page upstream; AND
- An email notification will be sent to the country administrators that manage that page.
- When someone joins your discussion, you will be automatically notified by email.

Following is a screen shot of the “Start a Discussion” button on the Investment Plan page (note: user must be logged in).

The screenshot displays a web interface for the 'CTF Investment Plan' under the 'Indonesia' category. The breadcrumb trail at the top reads 'Home > Indonesia > CTF Investment Plan'. Below this, there are 'View' and 'Edit' tabs. The main content area is titled 'Investment Plan for Indonesia' and features a 'CIF' logo, the title 'CTF Investment Plan', the date 'May 16, 2011', the location 'Indonesia', and the author 'By admin'. A 'like' button is also present. The text describes the purpose of the investment plan and mentions the CIF AU's assistance. To the right, there is a 'Helpdesk' button and a 'Country Program Information' section with a 'More' link. Below the main content, there is a section titled 'Projects Approved Under the Investment Plan' with a 'CIF' logo and the text 'Indonesia Geothermal Clean Energy Investment...'. A callout bubble with the text 'Click to start a discussion' points to a 'Start a Discussion' button, which is highlighted with a red box. Other buttons visible include 'Add New Blog' and 'More >>'.

Home > Indonesia > CTF Investment Plan

View Edit

Investment Plan for Indonesia

CIF **CTF Investment Plan**
May 16, 2011 | Indonesia | By admin | like
Share a brief description of your investment plan. Typically you can find, copy, and paste a description contained in the introduction section of your investment plan or strategic program document. The CIF AU can assist with some previously developed summaries, if needed.

Country Program Information
To be filled by the Admin Unit. Please insert here all programming information including MDB and country focal point, dates and... [More](#)

Projects Approved Under the Investment Plan
[Edit] [Export] [Clone] [Configure]

CIF
Indonesia Geothermal Clean Energy Investment...

More >>

Click to start a discussion

Add New Blog

Start a Discussion

Following is a screen shot of the form that loads when you click the “Start a Discussion” button.

The screenshot shows a web form titled "Create Discussion Forums". It includes a text input field for the title, a dropdown menu for forums, and a section for related items. Annotations with blue callouts and red arrows highlight specific features: the title field is labeled "Enter title of the discussion forum", and the "Related Country" and "Investment Plan" dropdowns are labeled "Country and investment plan are auto-selected".

Create Discussion Forums

Title: *

Enter title of the discussion forum

Forums: *

CIF General Forum ▼

Related Items

Related Country: *

Indonesia ▼

Investment Plan: *

CTF Investment Plan ▼

Related Project:

Select Project ▼

Country and investment plan are auto-selected

Screen shot continued on the next page...

Screen shot continued form the previous page...

The screenshot shows a web form with two main sections. The top section is titled "Description: *" and contains a rich text editor. The editor's toolbar includes buttons for bold (B), italic (I), underline (U), text color (ABC), background color, bulleted list, numbered list, link, and unlink. A callout bubble points to the text area with the text "Enter your text in the space provided". Another callout bubble points to a Word document icon in the toolbar with the text "Copy text from word and paste". Below the editor is a "Path: p" field and a link labeled "Disable rich-text". The bottom section is titled "File attachments" and contains a message: "Changes made to the attachments are not permanent until you save this post. The first 'listed' file will be included in RSS feeds." Below this is a section for "Attach new file:" with a text input field and a "Browse..." button. A note states: "The maximum upload size is 20 MB. Only files with the following extensions may be uploaded: jpg jpeg gif png txt doc xls pdf ppt docx pptx xlsx." At the bottom of this section are "Attach", "Save", and "Preview" buttons. A callout bubble points to the "Save" button with the text "Click on 'save' to save the changes made".

Follow these steps to comment on an existing discussion on an Investment Plan or Project page:

- Navigate to the Investment Plan page or the page on which you wish to comment on a discussion (see section 2.3 and 2.4).
- In the "Forums/Blogs" box, click on "Forums" to see the most recent forums.
- Click on the title of the discussion you want to comment on.
- Type your comments in the form that loads, and click "Save".

- Your comments will be posted on the page of the discussion; AND
- An email notification will be sent to the user that created the discussion you commented on and the country administrator that manages that page.
- When someone else comments on the discussion or responds to your comment, you will be automatically notified by email.

Following is a screen shot of the Investment Plan page and the “Forums/Blogs” box.

The screenshot displays the 'Investment Plan for Turkey' page. At the top left, the 'CIF' logo is next to the title 'CTF Investment Plan' dated 'May 16, 2011 | Turkey' by 'admin'. A red box with an arrow points to the 'Forums' tab in the right-hand 'Country Program Information' box, with the text: 'Click on “Forums” to see the most recent discussion.' Below the main text, a 'For Download' section lists two PDFs: 'CTF_Turkey_Investment_Plan_01_16_09_web.pdf' and 'CTF Turkey Summary.pdf'. Another red box with an arrow points to the first PDF link, with the text: 'Click on the linked title of the forums you wish to comment on.' The bottom section, 'Projects Approved Under the Investment Plan', features three CIF logos with titles: 'Private Sector Renewable Energy and Energy...', 'Commercializing Sustainable Energy Finance...', and 'Turkish Sustainable Energy Financing Facility'. A 'More >>' link is at the bottom right of this section. On the right side, the 'Country Program Information' box includes a 'More' link, a 'Forums' tab (selected), a 'Blogs' tab, and two blog entries: 'What can I learn from you?' and 'Interesting video'. At the bottom right, there are two buttons: 'Add New Blog' and 'Start a Discussion'.

Following is a screen shot of the page that loads when you click the title of the discussion forum.

The screenshot shows a discussion forum interface. At the top, the title "What can I learn from you?" is displayed. Below the title, a user profile picture and name "test" are shown, along with the date "Jun 16, 2011", location "Turkey", and author "By admin". It indicates "0 Comments" and a "like" button. A blue button with a speech bubble icon and the text "No comments" is present. The "Add your comment" section includes a "Subject:" label and an input field, with a red arrow pointing to it from a text box that says "Type the subject of your comment in the space provided." Below this is a "Comment:" label and a rich text editor with a toolbar containing various formatting icons. A red arrow points to the text area of the editor from a text box that says "Type your comment in the space provided." At the bottom, there are expandable sections for "Input format" and "Notifications", and "Save" and "Preview" buttons. A red arrow points to the "Save" button from a text box that says "Click 'Save' to post your comment on the discussion".

What can I learn from you?

Jun 16, 2011 | Turkey | By admin | 0 Comments | like

test

No comments

Add your comment

Subject:

Comment: *

Font family Font size Styles

Path:

Disable rich-text

Input format

Notifications

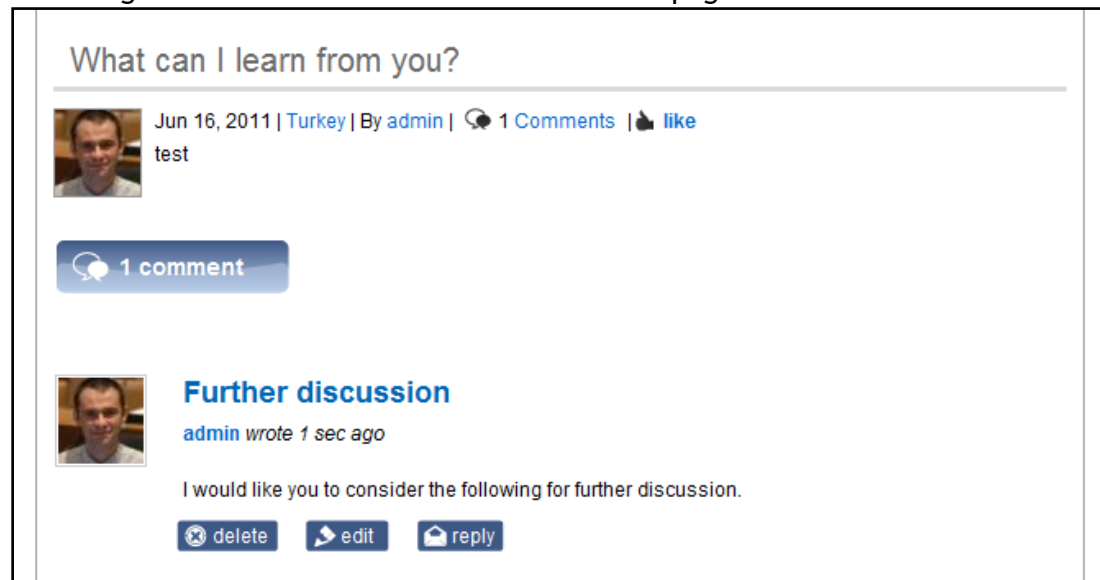
Save Preview

Type the subject of your comment in the space provided.

Type your comment in the space provided.

Click "Save" to post your comment on the discussion

Following is a screen shot of the discussion forum page after a comment has been added.



4.1.5 Commenting on project lessons

Sharing lessons learned from CIF activities is a major objective of the CIF, and many projects will include information sharing and learning or knowledge management activities, such as workshops, awareness campaigns, assessments, toolkits, etc. Lessons learned from developing and implementing investment plans may also be shared, for example about coordination, monitoring and evaluation, etc. In many cases, countries have decided to create a specific project focused on knowledge management or capacity building, and it is on that project page that such lessons will be shared.

MDBs and project teams will undoubtedly be producing reports on their knowledge management and information sharing and learning activities, perhaps for different audiences or in different languages. These lessons should also be shared through CIFnet, even if that means copying from one document and pasting into the CIFnet platform, or adding a link to another website where the information is captured. It is for this reason that CIFnet's "share a lesson" function has an open format. It is not prescriptive in the way that lessons should be reported.

After logging in, you can easily comment on lessons shared on a Project page by following these instructions:

- Navigate to the Project page on which you wish to comment on a lesson (see section 2.3 and 2.4).

- In the “Learning by Doing” box, click on the title of the lesson you want to comment on.
- Type your comments in the form provided, and click “Save”.
- Your comments will be posted on the page of the lesson; AND
- An email notification will be sent to the project implementer that created the lesson you commented on.
- When someone else comments on the lesson or responds to your comment, you will be automatically notified by email.

Following is a screen shot of the Project page and the “Learning by Doing” box.

The screenshot displays a project page for the "Private Sector Renewable Energy and Energy Efficiency Project". The main content area includes the project title, a "SHARE" button with social media icons, and a "CIF" logo. The text describes the project's objective in Turkey and lists financing details: "CIF Financing: USD 100 million" and "Co-financing: USD 1.050 billion". A "More [+]" link is also present.

On the right side, there is a "Project Documents" section featuring a PDF icon and the title "Environmental Assessment", with a "View All" link. Below this is a button labeled "Upload a Document".

The "Learning by Doing" section is highlighted with a red box and a red arrow pointing to it. It contains the title "Lessons from working with private investors", the text "Posted on June 01, 2011 this is a test.", and a "View All" link. Below this section is a button labeled "Share a Lesson".

At the bottom right, there are tabs for "Forums" and "Blogs", with "Blogs" currently selected, showing a snippet of a blog post titled "The story of a solar power".

On the left side, there is an "MDB Partners" section with the World Bank Group logo and a "View All" link. Below that is a "Related Projects" section showing three CIF logos.

Following is a screen shot of the page that loads when you click the title of the lesson.

Lessons from working with private investors

Jun 01, 2011 | [Turkey](#) | By [admin](#) | [like](#)

this is a test.

No comments

Add your comment

Subject:

Comment: *

B **I** **U** ABC [HTML](#)

Font family Font size Styles

Path:

[Disable rich-text](#)

▷ [Input format](#)

▷ [Notifications](#)

Save

Preview


Type the subject of your comment in the space provided.

Type your comment in the space provided.


Click "Save" to post your comment on the lesson page.


Following is a screen shot of the lesson page after a comment has been added.

Lessons from working with private investors

Jun 01, 2011 | [Turkey](#) | By [admin](#) |  [like](#)

this is a test.




 1 comment



A comment on your lesson

[admin](#) wrote 0 sec ago

I had the same experience working with private investors.

 delete  edit  reply

4.1.6 Registering for updates

All registered users, including country administrators, can register for updates. CIFnet's notification system allows you to select the projects and the content types that you would like to receive email notifications for. For example, if you want to be notified when blogs, discussion forums, lessons learned, and videos are updated on only one specific project, you can select to only receive those updates. In contrast, if you want to receive notifications of updates on all projects but only the "lessons learned" content type, you can select to only receive those updates. The system is very flexible.

After logging in to your Country Administrator account, follow these steps to register for updates:

- Click on the "Register for Updates" link (look on the top right corner of the page, next to the search bar).
- On the page that loads, select one or more content types from the menu of options.
- Select one or more projects from the scrolling menu (to select multiple projects, hold the CTRL key on your keyboard while you click on the projects you wish to select).
- Click "Register" to save your selections.

Following is a screen shot of the "Register for Updates" link (note: user must be logged in).



Following is a screen shot of the page that loads when you click the “Register for Updates” link.

[Home](#) > [Register for Update](#)

Helpdesk

Register for Update

Select Content Type: *

- ☒ Blog entry
- ☐ Discussion Forums
- ☐ Document Repository
- ☐ Image
- ☐ Learning by doing
- ☐ Video

Please select the content types for notification

Select Projects: *

- FIP Sample project Brazil
- FIP Sample project DRC
- FIP Sample project Ghana
- FIP Sample project Indonesia
- FIP Sample project Mexico
- FIP Sample project Peru
- SREP sample project Kenya
- SREP sample project Ethiopia
- SREP sample project Mali
- SREP sample project Honduras
- SREP sample project Maldives
- SREP sample project Nepal
- FIP Sample project Burkina Faso

☒ Do not notify for any comments in the contents posted by me.

[Register](#)

Click on register

Select one or more content types and projects that you want to receive email notifications for

4.2 Tools for project implementers

To become a project implementer, you must be designated directly by your country's Focal Point via an email to the CIFnet Administrator (CIFnet@worldbank.org). Focal Points can also designate themselves as project implementers. The CIF Administrator will verify your designation as a project implementer and grant you the appropriate access when you create a CIFnet account (see section 3.1 above). The Focal Point can designate several people as project implementers, and all will be given equal access to edit pages and use CIFnet tools.

- As a project implementer, you are responsible for editing your Project page(s), keeping them up-to-date, and ensuring the quality of information presented on it. Your first task is to edit the description of your project and upload any project documents.
- You will automatically be notified by email when your Project page(s) has been edited or updated (i.e. a project implementer adds a new video from your project, or a member of civil society starts a discussion on your Project page).
- Country administrators will also be automatically notified by email when Project pages that fall within their investment plan are edited or updated.

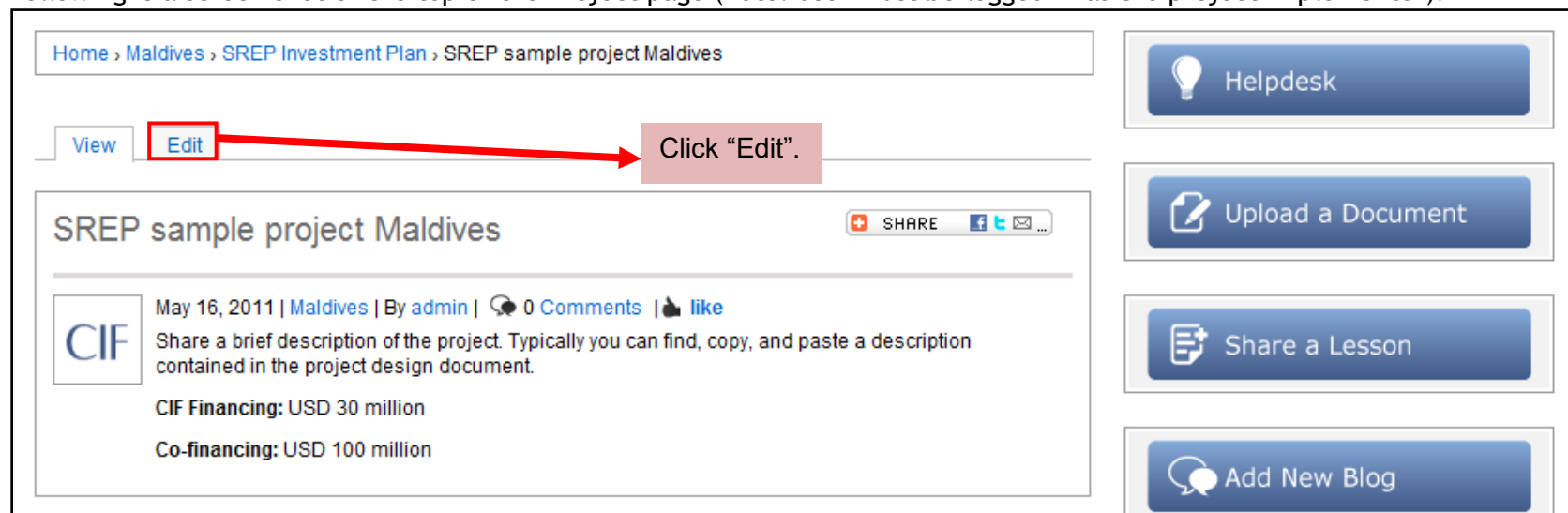
4.2.1 Editing your Project page

On your Project page, you can share a brief or detailed description of your project. Typically you can find, copy, paste, and edit a description from your project documents. You will also have the opportunity to share various types of documentation and communications materials, including lessons learned, but the instructions for sharing these are covered in following sections (see 4.2.2 - 4.2.7).

After logging in to your project implementer account, follow these steps to edit the contents of your Project page:

- Navigate to your Project page (see section 2.4 above).
- Click "Edit" above the Project title (see screen shot below).

Following is a screen shot of the top of the Project page (note: user must be logged in as the project implementer).



By clicking on “Edit”, you will be transferred to the Project editing page where you can edit the following information:

- “Title” - name of the project.
- “Related Country” - name of the country to which the project belongs.
- “Investment Plan” - name of the investment plan to which the project belongs.
- “Related Projects” - other CIF projects that have a scope similar to the project you are implementing.
- “Fund” - CIF fund or program to which the project belongs (CTF, PPCR, FIP or SREP), as depicted in the CIFnet project filter.
- “Sector” - differentiates between which sectors the project is related to, as depicted in the CIFnet project filter.
- “Type” - differentiates between public sector projects, private sector projects, or public-private partnership projects, as depicted in the CIFnet project filter.
- “Location” - location of the project, as depicted on the CIFnet world map.
- “Executing Partners” - name of the MDB that is supervising the project.
- “Body” - description of the project.
- “CIF Financing” - the amount of financing in US dollars that the project is receiving from the CIF.
- “Co-financing” - the amount of financing in US dollars that the project is receiving from other sources.
- “Related Image” - an image of the project that will be displayed on the project and investment plan pages.
- “File attachments” - relevant documents for download, like the full approved project proposal, an executive summary, poster, or presentations.
- “Shared Users” - all of the CIFnet users that are project implementers that have access to edit this Project page.

When the Project editing page loads, you will notice that the “Title”, “Related Country”, and “Investment Plan” fields have already been entered. Please do not edit these sections.

Following is a screen shot of the top of the Project editing page, where the “Related Projects” can be selected.

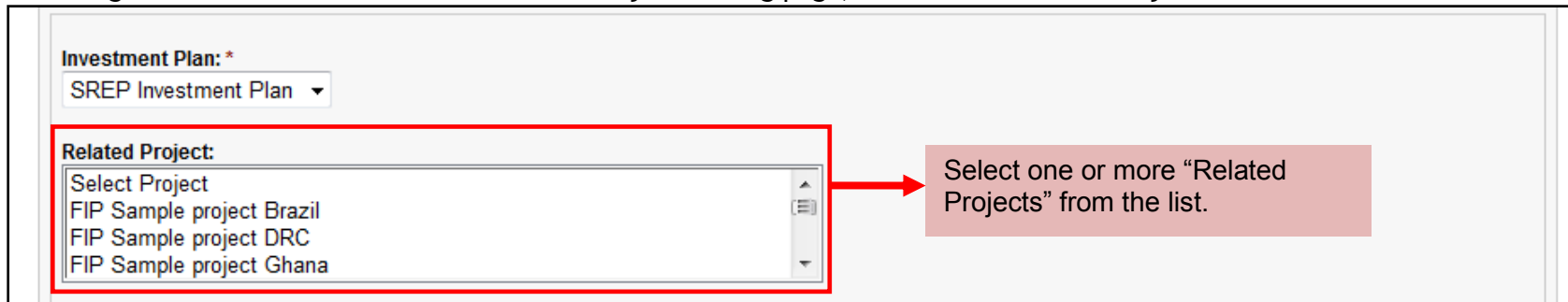
The screenshot shows the top of a Project editing page. At the top is a breadcrumb trail: Home > SREP sample project Maldives > SREP sample project Maldives. Below this are two tabs: View (selected) and Edit. The main form contains three fields: 'Title: *' with the value 'SREP sample project Maldives', 'Related Country: *' with the value 'Maldives', and 'Investment Plan: *' with a dropdown menu showing 'SREP Investment Plan'. A red text box with the message 'Do not edit the “Title”, “Country”, or “Investment Plan” as these have already been provided.' is overlaid on the right side of the form. Three red arrows point from this box to the Title, Related Country, and Investment Plan fields respectively.

You should begin editing your Project page by selecting “Related Projects”. “Related Projects” are other CIF projects that have a similar scope to the project you are implementing. Once you select the projects that are related to yours, links to the pages of the related projects you select will be added to the bottom of your Project page so that you can easily access the information shared on those pages and communicate and network with the teams involved in those projects. This tool also allows you to point users to projects similar to yours and therefore facilitate the establishment of networks.

To select related projects, follow these instructions:

- Scroll through the list of “Related Projects” to find projects that have a similar scope to the project you are implementing.
- Select one or more projects from the scrolling “Related Projects” menu by clicking on the project titles (to select multiple projects, hold the CTRL key on your keyboard while you click on the projects you wish to select).
- Note that any changes you make will only be reflected in the published Project page after you click the “Save” button at the bottom of the Project editing page.

Following is a screen shot of the section of the Project editing page, where the “Related Projects” can be selected.



The screenshot shows a web form for editing a project. At the top, there is a dropdown menu labeled "Investment Plan: *" with "SREP Investment Plan" selected. Below this is a section titled "Related Project:" which contains a list box. The list box has a red border and contains the following options: "Select Project", "FIP Sample project Brazil", "FIP Sample project DRC", and "FIP Sample project Ghana". A red arrow points from the list box to a red text box on the right that says "Select one or more 'Related Projects' from the list."

The next section of the Project editing page identifies the “Fund” and “Sectors” within which the project is operating, as well as the “Type” of finance (i.e. private, public, or public-private). Please do not edit these sections, as they link the Project page to the Project Filter (see section 2.4). If you think there is an error with regards to these, please contact the CIFnet Administrator via email (CIFnet@worldbank.org).

Following is a screen shot of the section of the Project editing page described above.

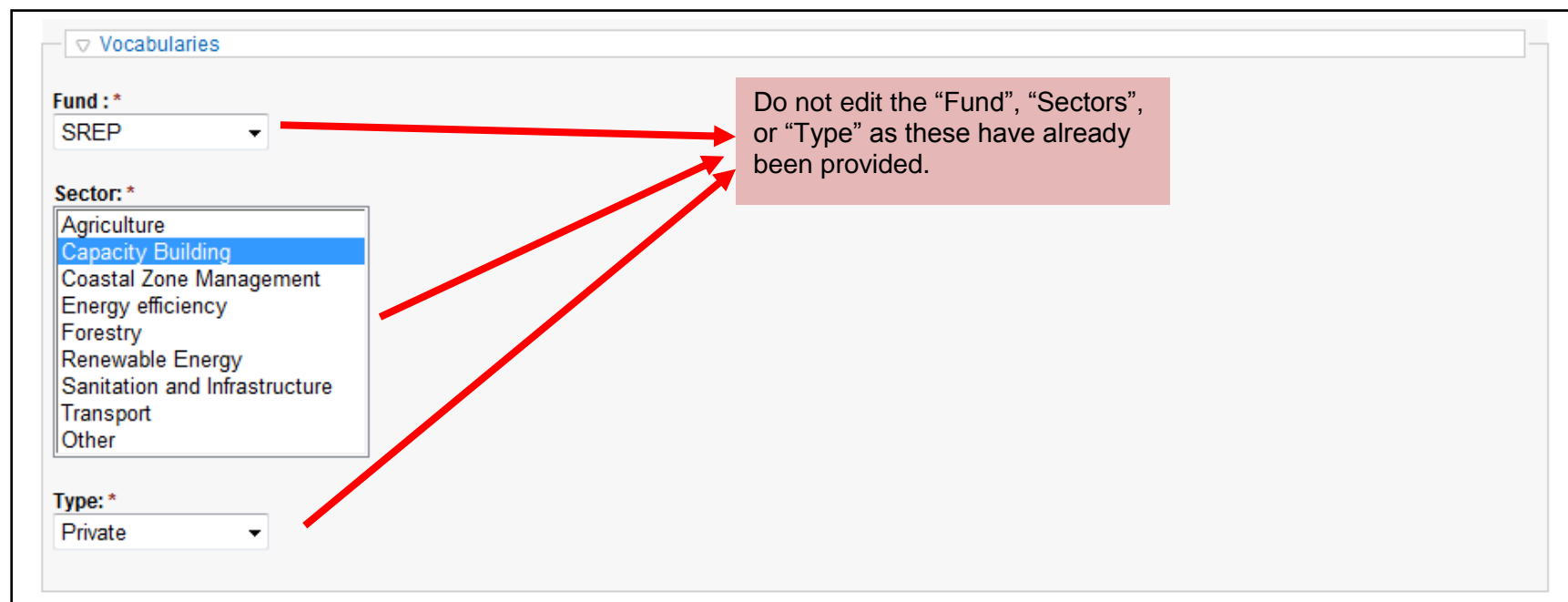
▼ Vocabularies

Fund : *
SREP ▼

Sector: *
Agriculture
Capacity Building
Coastal Zone Management
Energy efficiency
Forestry
Renewable Energy
Sanitation and Infrastructure
Transport
Other

Type: *
Private ▼

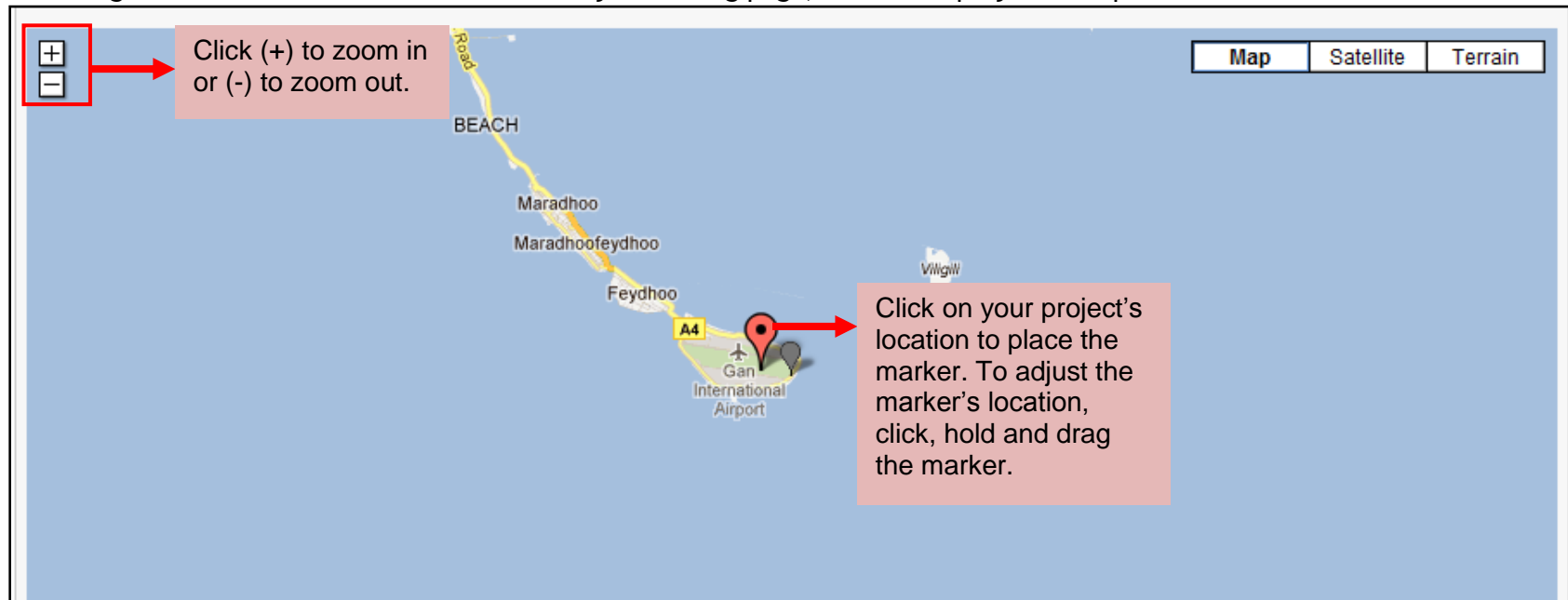
Do not edit the "Fund", "Sectors", or "Type" as these have already been provided.



Further down the Project editing page, you can edit your project's location marker on the world map. Note that not all projects have one defined location - some may even have multiple locations. In these cases, you may use your judgment as to where the project marker is located. You may for example place it over the capital city of your country or over your organization's location.

- Click on the (+) or (-) buttons in the top left corner of the world map to zoom in or zoom out to the appropriate scale.
- Click on your project's location to place the marker.
- To adjust the marker's location, click, hold, and drag the marker to your desired location.

Following is a screen shot of the area of the Project editing page, where the project's map "Location" can be edited.



In the next section of the Project editing page you can add the description of your project.

- To edit the project description, type the description text in the space provided under "Body". Again, you can typically find, copy, paste, and edit a description from your project documents.
- You will notice that above and below the "Body" section, the list of MDB "Executing Partners" and the "CIF Financing" and "Co-financing" sections are already entered, so please do not edit them. If you think there is an error with regards to these sections, please contact the CIFnet Administrator via email (CIFnet@worldbank.org).
- To add a picture of your project to your project and investment plan page, click the "Browse" button under "Related Image".

Following is a screen shot of the section of the Project editing page, where the “Body” can be edited.

The screenshot shows a web form for editing a project. At the top, there is a dropdown menu for "Executing Partners" with options: "- None -", "African Development Bank", "Asian Development Bank" (highlighted), and "European Bank for Reconstruction and Development". A red arrow points from this menu to a text box that says "Do not edit the 'Executing Partners' as these have already been provided." Below this is a large text area labeled "Body:" with a rich text editor toolbar. A red arrow points from the toolbar to a text box that says "Edit the 'Body' by typing in the space provided." Another red arrow points from the "Paste" icon in the toolbar to a text box that says "Click, to paste text from Microsoft Word." Below the "Body" section is a "Path:" field with a link "Disable rich-text". Further down are two input fields: "CIF Financing :" with the value "USD 30 million" and "Co-financing:" with the value "USD 100 million". A red arrow points from the "CIF Financing" field to a text box that says "Do not edit the 'CIF Financing', or 'Co-financing' as these have already been provided." At the bottom is a "Related Image:" section with a "Browse..." button and an "Upload" button. A red arrow points from the "Browse..." button to a text box that says "Click 'Browse' to add an image of the project."

Executing Partners:

- None -
African Development Bank
Asian Development Bank
European Bank for Reconstruction and Development

Do not edit the “Executing Partners” as these have already been provided.

Body:

Share a brief description of the project. Typically you can find, copy, and paste a description contained in the project design document.

Edit the “Body” by typing in the space provided.

Click, to paste text from Microsoft Word.

Path:

[Disable rich-text](#)

Input format

CIF Financing :
USD 30 million

Do not edit the “CIF Financing”, or “Co-financing” as these have already been provided.

Co-financing:
USD 100 million

Related Image:

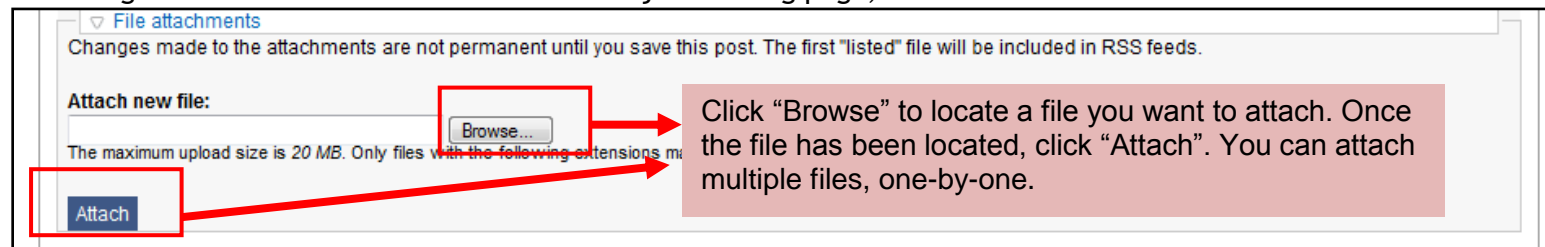
Browse... Upload

Click “Browse” to add an image of the project.

Lower on the Project editing page, you can add file attachments to your project page. However, we would advise you to upload documents as described in section 4.2.2.

- To add a file attachment, click “Browse” to locate the file you want to attach. Once the file has been selected, click “Attach”. Note that this is not the preferred way for you to add project documents. See section 4.2.2 for proper instructions.

Following is a screen shot of the area of the Project editing page, where file attachments can be added.



At the bottom of the Project editing page, you can delegate editing rights to other project implementers and save any changes you have made in the current editing session.

As mentioned above in section 4.2, your country’s Focal Point can designate several people as project implementers, and all will be given equal access to edit the Project page. The CIFnet usernames of these project implementers will be listed in the “Shared Users” section of the Project editing page. Note that only their usernames will be listed, not their actual names.

To manage a project implementer’s access to edit your Project page, follow these instructions:

- Type the CIFnet username of the person you want to give editing rights to in one of the empty username boxes under “Shared Users”. Note that only one username can be entered per line. Also note that only CIFnet users with project implementer roles can be added under the “Shared Users” list on the Project page.
- As you type the username in the box, the program will provide you with options of usernames that are already in the system. If the username of the person you wish to delegate editing rights to does not appear, it means either that you misspelled their username or that they have not been designated by your Focal Point as a project implementer. To resolve this, you should send a request to the CIFnet Administrator (cifnet@worldbank.org), via your Focal Point, to give the user role of project implementer to the user.
- If all the username boxes are filled, click “Add another user”, and a new empty box will be added. Then follow the first step.
- If you delete a user’s name from the “Shared Users” list, their access to edit the page will be taken away.

To save all edits that you have made during the current editing session:

- Click “Save” at the bottom of the Project editing page.

Following is a screen shot of the bottom of the Project editing page where “Shared Users” can be edited and all edits can be saved.

The screenshot shows the bottom of the Project editing page. A red box highlights the 'Shared Users' section, which contains two input fields with a plus icon on the left and a minus icon on the right. A red arrow points from the text box to the first input field. Below the input fields is a button labeled 'Add another user'. Below that are two expandable sections: 'Authoring information' and 'Publishing options'. At the bottom left are two buttons: 'Save' and 'Preview'. A red arrow points from the 'Save' button to the text box. A red text box on the right contains the instruction: 'Type the CIFnet usernames (one per line) of your project co-implementers under “Shared Users” to give them access to edit your Project page.'

Shared Users:

Type the CIFnet usernames (one per line) of your project co-implementers under “Shared Users” to give them access to edit your Project page.

Add another user

Authoring information

Publishing options

Save Preview

Click “Save” to save any changes you have made in the current editing session.

4.2.2 Uploading a document

Project documents are very valuable sources of information for project implementers to share. These may be technical background studies, environmental and social assessments, official MDB or government reports, or other communications materials used in the project (e.g. pamphlets, flyers, posters, and presentations). It is ok if these documents are in different languages or written for different end users. The important thing is to have all of the documentation in one place - CIFnet.

After logging in, you can easily upload project documents to your Project page by following these instructions:

- Navigate to your Project page (see section 2.4).
- Click on the “Upload a Document” button (see screen shot below).
- In the page that loads, create a “Title”, and under the “Upload Document” section click the “Browse” button to locate the file.
- Finally, click “Upload” and then “Save”. The document will be available for download in the “Project Documents” box on the Project page.
- Note that only project implementers that are logged in can upload documents to your Project page.

Following is a screen shot of the Project page and the “Upload a Document” button.

The screenshot shows a project page titled "South Africa Sustainable Energy Acceleration Program". The breadcrumb trail is "Home > South Africa > CTF Investment Plan > South Africa Sustainable Energy Acceleration Program". There are "View" and "Edit" buttons. A callout bubble points to the "Upload a Document" button, which is highlighted with a red rectangle. Other buttons include "Helpdesk", "Share a Lesson", and "Add New Blog". The page content includes a "CIF" logo, a date of "May 17, 2011", a location of "South Africa", and a description: "Share a brief description of the project. Typically you can find, copy, and paste a description contained in the project design document." It also mentions "CIF Financing: \$85 million".

Following is a screen shot of the page that loads when you click the “Upload a Document” button.

The screenshot shows the "Create Document Repository" form. It has three main sections: "Document Title:", "Related Items", and "Upload Document:". The "Document Title:" section has a text input field with a callout bubble saying "Enter document title". The "Related Items" section has two dropdown menus: "Related Country:" (set to "South Africa") and "Related Project:" (set to "South Africa Sustainable Energy Acceleration Program"). A callout bubble points to these two dropdowns, saying "Country and project will be auto-selected". The "Upload Document:" section has a "Browse..." button and an "Upload" button, with a callout bubble saying "Browse and upload document". Below the "Upload" button, it says "Maximum Filesize: 50 MB" and "Allowed Extensions: txt doc xls pdf ppt docx pptx xlsx".

4.2.3 Sharing and commenting on project lessons

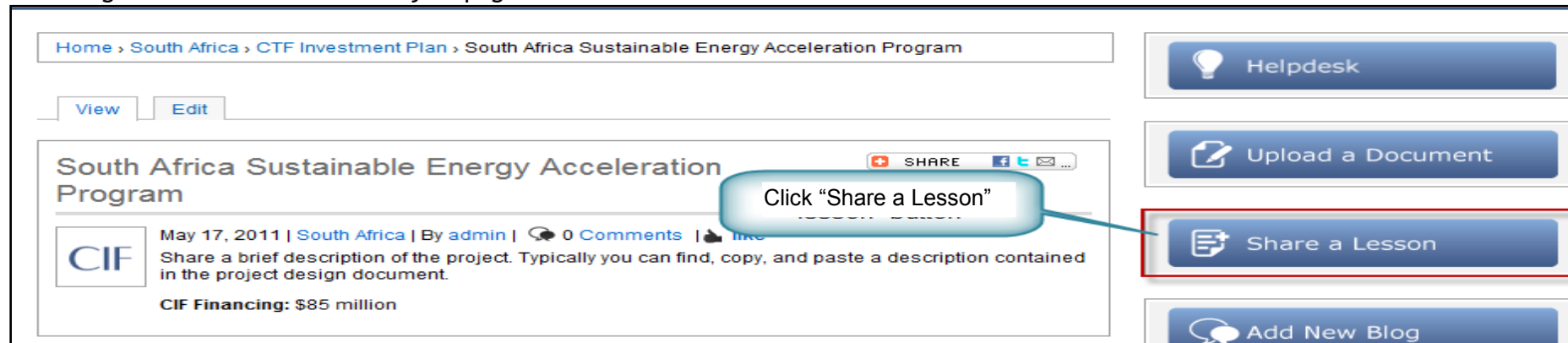
Sharing lessons learned from CIF activities is a major objective of the CIF, and many projects will include information sharing and learning or knowledge management activities, such as workshops, awareness campaigns, assessments, toolkits, etc. Lessons learned from developing and implementing investment plans may also be shared, for example about coordination, monitoring and evaluation, etc. In many cases, countries have decided to create a specific project focused on knowledge management or capacity building, and it is on that project page that such lessons will be shared.

MDBs and project teams will undoubtedly be producing reports on their knowledge management and information sharing and learning activities, perhaps for different audiences or in different languages. These lessons should also be shared through CIFnet, even if that means copying from one document and pasting into the CIFnet platform, or adding a link to another website where the information is captured. It is for this reason that CIFnet's "share a lesson" function has an open format. It is not prescriptive in the way that lessons should be reported.

After logging in, you can easily share lessons learned on your Project page by following these instructions:

- Navigate to your Project page (see section 2.4).
- Click on the "Share a Lesson" button (see screen shot below).
- In the page that loads, create a "Title", and type in the text of the lesson in the space provided under "Learning by Doing".
- "Browse" and attach any related files, and then click "Save". The learning brief will be available for viewing in the "Learning by Doing" box on the Project page.
- Note that only project implementers that are logged in can share lessons on your Project page.

Following is a screen shot of the Project page and the "Share a Lesson" button.



Following is a screen shot of the page that loads when you click the “Share a Lesson” button.

The screenshot shows a web form titled "Create Learning by doing". It includes several sections and fields:

- Document Title: ***: A text input field with a callout bubble saying "Enter title of the lesson".
- Related Items**: A section containing:
 - Related Country: ***: A dropdown menu with "South Africa" selected. A red arrow points from this field to a callout bubble saying "Country and project will be auto-selected".
 - Related Project: ***: A dropdown menu with "South Africa Sustainable Energy Acceleration Program" selected. A red arrow points from this field to the same callout bubble.
- Menu settings**: A link to expand/collapse the settings.
- Learning by doing:**: A section with a rich text editor toolbar (bold, italic, underline, ABC, list, link, unlink, image, HTML, etc.) and a large text area. A callout bubble says "User can share a lesson" pointing to the text area.
- Path: p**: A label for the text area.
- File attachments**: A section with a note: "Changes made to the attachments are not permanent until you save this post. The first 10 attached files will be included in RSS feeds." It includes:
 - Attach new file:**: A text input field and a "Browse..." button. A callout bubble says "Browse and attach a file" pointing to the "Browse..." button.
 - Attach**: A button.
 - Maximum upload size:**: A note stating "The maximum upload size is 20 MB. Only files with the following extensions may be uploaded: jpg jpeg gif png txt doc xls pdf ppt docx pptx xlsx."
- Comment settings**: A link to expand/collapse the settings.
- URL path settings**: A link to expand/collapse the settings.
- Authoring information**: A link to expand/collapse the settings.
- Publishing options**: A link to expand/collapse the settings.
- Save | Preview**: Buttons at the bottom.
- Click on Save**: A callout bubble pointing to the "Save" button.

Follow these steps to comment on a lesson posted on another Project page:

- Navigate to the Project page on which you wish to comment on a lesson (see section 2.3 and 2.4).
- In the “Learning by Doing” box, click on the title of the lesson you want to comment on.
- Type your comments in the form provided and click “Save”.
- Your comments will be posted on the page of the lesson; AND
- An email notification will be sent to the project implementer that created the lesson you commented on.
- When someone else comments on the lesson or responds to your comment, you will be automatically notified by email.

Following is a screen shot of the Project page and the “Learning by Doing” box.

The screenshot displays a project page for the "Private Sector Renewable Energy and Energy Efficiency Project". The main content area includes the project title, a "SHARE" button with social media icons, and a "CIF" logo. The text describes the project's objective in Turkey, its financing (USD 100 million CIF, USD 1.050 billion Co-financing), and mentions "0 Comments" and a "like". A "More [+]" link is also present. Below this is the "MDB Partners" section, featuring the World Bank Group logo and a "View All" link. The "Related Projects" section is partially visible at the bottom. On the right sidebar, the "Project Documents" section lists an "Environmental Assessment" PDF with a "View All" link. Below this is the "Learning by Doing" section, which contains a lesson titled "Lessons from working with private investors" posted on June 01, 2011, with a "View All" link. A red arrow points from a text box to the lesson title. The text box contains the instruction: "Click on the linked title of the lesson you wish to comment on." Below the lesson title is a "Share a Lesson" button. At the very bottom of the sidebar, there are tabs for "Forums" and "Blogs", with the "Blogs" tab selected, showing a snippet of a blog post titled "The story of a solar power".

Private Sector Renewable Energy and Energy Efficiency Project

May 16, 2011 | Turkey | By admin | 0 Comments | like

The objective of the Private Sector Renewable Energy and Energy Efficiency Project for Turkey is to help increase privately owned and operated energy production from indigenous renewable sources within the market-based framework of the Turkish electricity market law, enhance energy efficiency, and thereby help reduce greenhouse gas emissions. There are three components to the project, the first

CIF Financing: USD 100 million
Co-financing: USD 1.050 billion

More [+]

MDB Partners

World Bank Group

View All

Related Projects

Project Documents

Environmental Assessment

View All

Upload a Document

Learning by Doing

Lessons from working with private investors
Posted on June 01, 2011
this is a test.

View All

Share a Lesson

Forums Blogs

The story of a solar power

Click on the linked title of the lesson you wish to comment on.

Following is a screen shot of the page that loads when you click the title of the lesson.

Lessons from working with private investors

Jun 01, 2011 | [Turkey](#) | By [admin](#) | [like](#)

this is a test.

No comments

Add your comment

Subject:

Comment: *

B **I** **U** ABC HTML

Font family Font size Styles

Path:

[Disable rich-text](#)

Input format

Notifications

Save

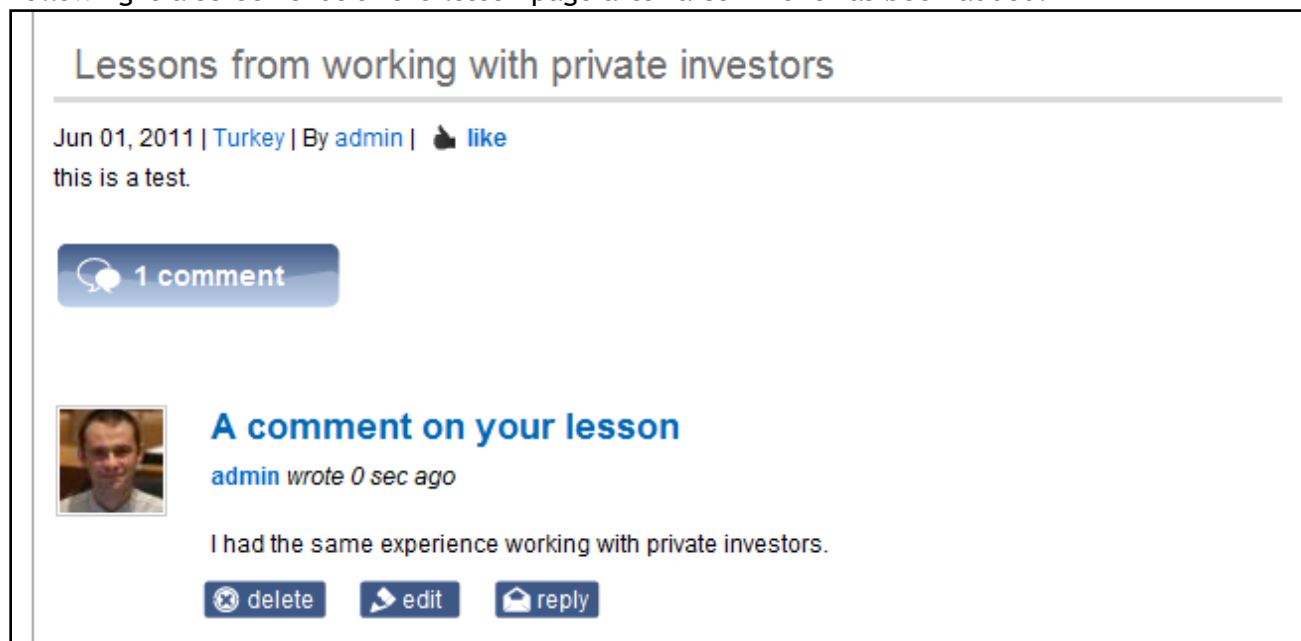
Preview

Type the subject of your comment in the space provided.

Type your comment in the space provided.

Click "Save" to post your comment on the lesson page.

Following is a screen shot of the lesson page after a comment has been added.



4.2.4 Starting or joining a blog

Blogs are useful tools for sharing stories about your Project with the public and reporting on progress during preparation and implementation, similar to a news update. For example, you could provide an update on community stakeholder consultations or share the outcomes of a recent phase of construction. You can also provide links to other blogs such as those posted to MDB or government websites.

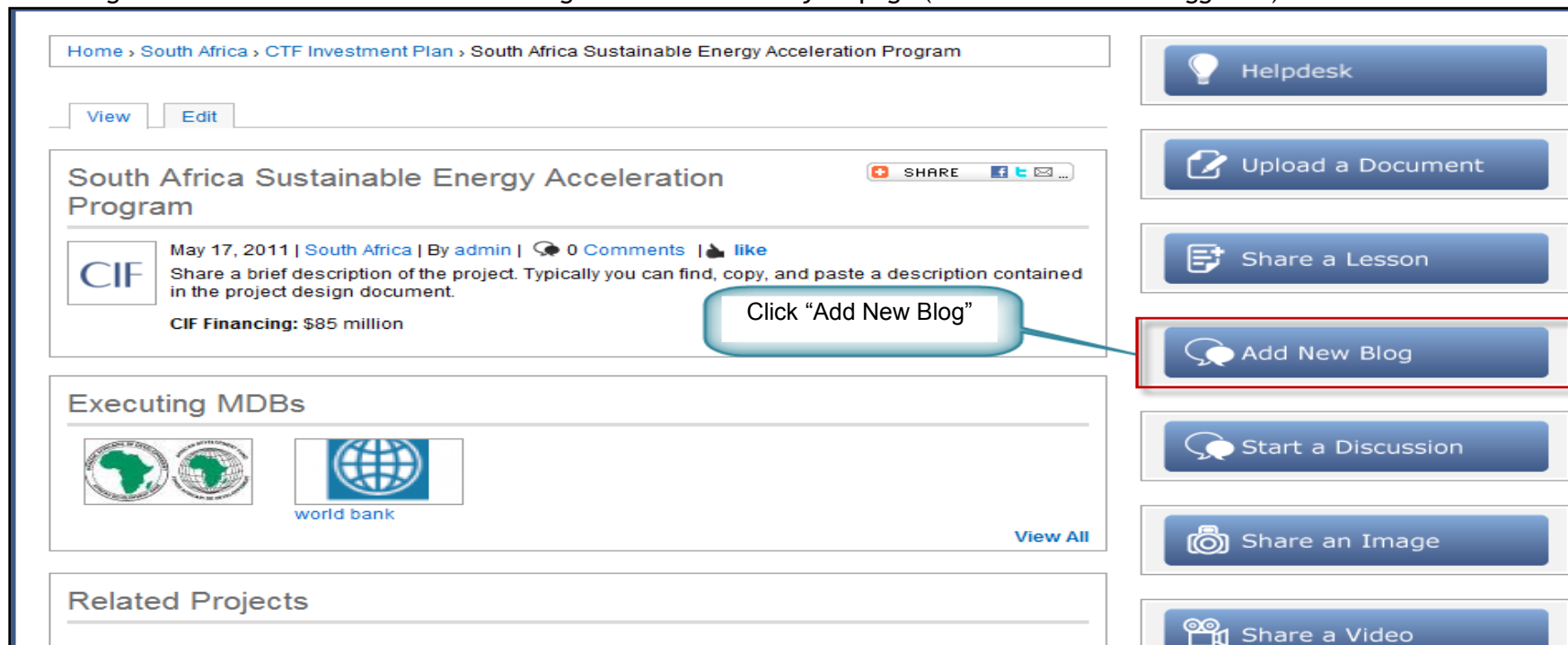
Since email notifications are built into CIFnet, starting or joining a blog on the Investment Plan or Project page is an easy way for you to get in touch with country and project team members. In the same spirit, other CIFnet users may start or join blogs on your Project page, and it will be your responsibility to engage with them courteously, as you would expect them to do with you.

All registered users, including project implementers, can start or join blogs, not only on their own Project page, but on all Investment Plan and Project pages on CIFnet.

After logging in to your project implementer account, follow these steps to start a blog on an Investment Plan or Project page:

- Navigate to your Project page or the page on which you wish to start a blog (see section 2.4).
- To add a new blog on the page, click on the “Add New Blog” button in the right hand column.
- Type your comments in the form provided, and click “Save”.
- Your Blog will be posted in the Blogs box on the Project page and any page upstream; AND
- An email notification will be sent to the project implementers that manage that page and their country administrators.
- When someone comments on your blog, you will be automatically notified by email.

Following is a screen shot of the “Add New Blog” button on the Project page (note: user must be logged in).



Following is a screen shot of the form that loads when you click the “Add New Blog” button.

The screenshot shows a web form titled "Create Blog entry". It contains several input fields and a rich text editor. Callouts and red arrows highlight specific features:

- Enter Title of the Blog:** A callout pointing to the "Title: *" text input field.
- Country, investment plan, and project will be auto-selected:** A callout with three red arrows pointing to the "Related Country: *" (South Africa), "Investment Plan: *" (CTF Investment Plan), and "Related Project:" (South Africa Sustainable Energy Acceleration Program) dropdown menus.
- Enter your text in the space provided:** A callout pointing to the large text area of the rich text editor.

The rich text editor includes a toolbar with icons for bold, italic, underline, text color, background color, link, unlink, insert image, and insert video. It also has dropdown menus for "Font family", "Font size", and "Styles". A checkbox labeled "Show summary in full view" is checked.

Screen shot continued on the next page...

Screen shot continued from the previous page...

The screenshot shows a web form with a section titled "File attachments". Below the title, there is a text box and a "Browse..." button. A callout bubble points to the "Browse..." button with the text "Browse to attach file". Below the text box, there is a "Attach" button. Further down, there are four expandable sections: "Comment settings", "URL path settings", "Authoring information", and "Publishing options". A callout bubble points to the "Publishing options" section with the text "Click on 'Save'". At the bottom of the form, there are "Save" and "Preview" buttons.

File attachments

Changes made to the attachments a "Browse to attach file" file will be included in RSS feeds.

Attach new file:

Browse...

The maximum upload size is 20 MB. Only files with the following extensions may be uploaded: jpg jpeg gif png txt doc xls pdf ppt docx pptx xlsx.

Attach

Comment settings

URL path settings

Authoring information

Publishing options

Click on "Save"

Save Preview

Follow these steps to comment on an existing blog on an Investment Plan or Project page:

- Navigate to the Project page or the page on which you wish to comment on a blog (see section 2.3 and 2.4).
- In the "Forums/Blogs" box, click on "Blogs" to see the most recent blogs.
- Click on the title of the Blog you want to comment on.
- Type your comments in the form provided, and click "Save".
- Your comments will be posted on the page of the blog; AND
- An email notification will be sent to the user that created the blog you commented on and the project implementer that manages that page.
- When someone else comments on the blog or responds to your comment, you will be automatically notified by email.

Following is a screen shot of the Project page and the “Forums/Blogs” box.

The screenshot shows a web interface for a project page. The main content area on the left features a project title, a description, and financial details. Below this is a section for MDB Partners and a carousel of related projects. On the right, there are sections for Project Documents, Learning by Doing, and a Forums/Blogs box. Two red arrows point to specific elements: one to the 'Blogs' tab in the Forums/Blogs box and another to the title of a blog post in the same box.

Private Sector Renewable Energy and Energy Efficiency Project [SHARE](#) [f](#) [t](#) [e](#) [...](#)

CIF May 16, 2011 | [Turkey](#) | By [admin](#) | [0 Comments](#) | [like](#)

The objective of the Private Sector Renewable Energy and Energy Efficiency Project for Turkey is to help increase privately owned and operated energy production from indigenous renewable sources within the market-based framework of the Turkish electricity market law, enhance energy efficiency, and thereby help reduce greenhouse gas emissions. There are three components to the project, the first

CIF Financing: USD 100 million
Co-financing: USD 1.050 billion

[More \[+\]](#)

MDB Partners

Click on “Blogs” to see the most recent blogs.

Related Projects

[Mexico Private Sector Wind Development](#)

[Philippines Sustainable Energy Finance Program](#)

[Turkish Sustainable Energy Financing Facility](#)

Project Documents

[Environmental Assessment](#)

[View All](#)

[Upload a Document](#)

Learning by Doing

[Lessons from working with private investors](#)
Posted on June 01, 2011
this is a test.

[View All](#)

[Share a Lesson](#)

Forums Blogs

[The story of a solar power plant](#)
Jun 01, 2011 | [Turkey](#)
by [admin](#) [0 Comments](#)

[View All](#)

[Add New Blog](#)

[No comments](#)

Click on the linked title of the blog you wish to comment on.

Following is a screen shot of the page that loads when you click the title of the blog.

The screenshot shows a blog post titled "The story of a solar power plant" by admin, dated Jun 01, 2011, from Turkey. The post content is "This is a test." and has 0 comments. A "No comments" button is visible. Below the post is a "Add your comment" section. A red arrow points to the "Subject:" input field with the annotation "Type the subject of your comment in the space provided." Another red arrow points to the "Comment:" text area, which includes a rich text editor toolbar, with the annotation "Type your comment in the space provided." At the bottom, a red arrow points to the "Save" button with the annotation "Click 'Save' to post your comment on the blog page." To the right of the main content is a "Recent blogs" sidebar listing three other posts: "Energy efficiency in Turkey's industries", "The story of a solar power plant", and "New Blog".

The story of a solar power plant

Jun 01, 2011 | Turkey | By admin | 0 Comments | like

This is a test.

No comments

Add your comment

Subject:

Comment: *

Font family | Font size | Styles |

Path:

Disable rich-text

Input format | Notifications

Save | Preview

Recent blogs

- Energy efficiency in Turkey's industries**
Jun 14, 2011 | Turkey
by admin | 0 Comments
- The story of a solar power plant**
Jun 01, 2011 | Turkey
by admin | 0 Comments
- New Blog**
May 16, 2011 | Ghana
by admin | 1 Comments

[View All](#)

Following is a screen shot of the blog page after a comment has been added.

The story of a solar power plant

Jun 01, 2011 | [Turkey](#) | By [admin](#) | [1 Comments](#) [like](#)

This is a test.

 1 comment



Response to the blog

[admin](#) wrote 1 sec ago

This is my comment on the story of a solar power plant.

[delete](#) [edit](#) [reply](#)

Recent blogs

[Energy efficiency in Turkey's industries](#)
Jun 14, 2011 | [Turkey](#)
by [admin](#) [0 Comments](#)

[The story of a solar power plant](#)
Jun 01, 2011 | [Turkey](#)
by [admin](#) [1 Comments](#)

[New Blog](#)
May 16, 2011 | [Ghana](#)
by [admin](#) [1 Comments](#)

[View All](#)

4.2.5 Starting or joining a discussion

Discussion forums are useful tools for communicating and networking with staff from other country and project teams and engaging with the public. For example you may want to contact someone from another project team to find out about their experiences with a technology you are considering using in your project or how they are monitoring the impact of their project.

Since email notifications are built into CIFnet, starting or joining a discussion on the Investment Plan or Project page is one of the easiest ways for you to get in touch with country and project team members. In the same spirit, other CIFnet users may start or join discussions on your Project page, and it will be your responsibility to engage with them courteously, as you would expect them to do with you.

All registered users, including project implementers, can start or join discussions, not only on their own Project page, but on all Investment Plan and Project pages in CIFnet. After logging in to your project implementer account, follow these steps to start a discussion on an Investment Plan or Project page:

- Navigate to your Project page or the page on which you wish to start a discussion (see section 2.3 and 2.4).
- To start a new discussion on the page, click on the “Start a Discussion” button in the right hand column.
- Type your comments in the form provided, and click “Save”.
- Your discussion will be posted in the Forums box on the Project page and any page upstream; AND
- An email notification will be sent to the project implementers that manage that page and their country administrators.
- When someone joins your discussion, you will be automatically notified by email.

Following is a screen shot of the “Start a Discussion” button on the Project page (note: user must be logged in).

The screenshot displays a project page for the "South Africa Sustainable Energy Acceleration Program". The page includes a header with the project title, a "SHARE" button with social media icons, and a sidebar with various action buttons. The main content area features a project description, a call to action to "Click 'Start a Discussion'", and sections for "Executing MDBs" and "Related Projects".


South Africa Sustainable Energy Acceleration Program

May 17, 2011 | [South Africa](#) | By [admin](#) | [0 Comments](#) | [like](#)

Share a brief description of the project. Typically you can find, copy, and paste a description contained in the project design document.

CIF Financing: \$85 million

Executing MDBs



[View All](#)

Related Projects

[Start a Discussion](#)

[Upload a Document](#)

[Share a Lesson](#)

[Add New Blog](#)

[Share an Image](#)

[Share a Video](#) [\[Edit Block\]](#)

Following is a screen shot of the form that loads when you click the “Start a Discussion” button.

The screenshot shows a web form titled "Create Discussion Forums". At the top is a breadcrumb trail: "Home > Create content > Create Discussion Forums". The form has several fields:

- Title: ***: A text input field. A blue callout bubble points to it with the text "Enter title of the discussion forum".
- Forums: ***: A dropdown menu currently showing "CIF General Forum".
- Related Items**: A section containing three dropdown menus:
 - Related Country: ***: A dropdown menu showing "South Africa".
 - Investment Plan: ***: A dropdown menu showing "CTF Investment Plan".
 - Related Project:**: A dropdown menu showing "South Africa Sustainable Energy Acceleration Program".

Three red arrows point from a blue callout bubble to the "Related Country", "Investment Plan", and "Related Project" dropdowns. The callout bubble contains the text: "Country, investment plan, and project will be auto-selected".

Screen shot continued on the next page...

Screen shot continued from the previous page...

Description: *

B *I* U ABC [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons]

Font family Font size Styles **Copy and Paste from Word**

☒ Show summary in full view

Path:

[Disable rich-text](#)

[Input format](#)

[File attachments](#)

Changes made to the attachments are ☐ be included in RSS feeds.

Attach new file:

[Browse...](#)

The maximum upload size is 20 MB. Only files with the following extensions may be uploaded: jpg jpeg gif png txt doc xls pdf ppt docx pptx xlsx.

[Attach](#)

[Comment settings](#)

[URL path settings](#)

[Authoring information](#)

[Publishing options](#)

[Save](#) [Preview](#)

Follow these steps to comment on an existing discussion on an Investment Plan or Project page:

- Navigate to the Project page or the page on which you wish to comment on a discussion (see section 2.3 and 2.4).
- In the “Forums/Blogs” box, click on “Forums” to see the most recent forums.
- Click on the title of the Discussion you want to comment on.
- Type your comments in the form provided, and click “Save”.
- Your comments will be posted on the page of the discussion; AND
- An email notification will be sent to the user that created the discussion you commented on and the project implementer that manages that page.
- When someone else comments on the discussion or responds to your comment, you will be automatically notified by email.

Following is a screen shot of the Project page and the “Forums/Blogs” box.

Private Sector Renewable Energy and Energy Efficiency Project SHARE f t e ...


CIF May 16, 2011 | Turkey | By admin | 0 Comments | like

The objective of the Private Sector Renewable Energy and Energy Efficiency Project for Turkey is to help increase privately owned and operated energy production from indigenous renewable sources within the market-based framework of the Turkish electricity market law, enhance energy efficiency, and thereby help reduce greenhouse gas emissions. There are three components to the project, the first

CIF Financing: USD 100 million
Co-financing: USD 1.050 billion


[More \[+\]](#)


MDB Partners

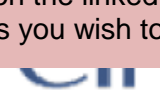

WORLD BANK GROUP

[View All](#)


Related Projects


Mexico Private Sector Wind Development



Philippines Sustainable Energy Finance Program


Turkish Sustainable Energy Financing Facility

Project Documents

 [Environmental Assessment](#)


[View All](#)

 [Upload a Document](#)


Learning by Doing

[Lessons from working with private investors](#)
Posted on June 01, 2011
this is a test.

[View All](#)

 [Share a Lesson](#)

Forums **Blogs**

 [What can I learn from you?](#)
Jun 16, 2011 | Turkey
by admin | 0 Comments

[View All](#)

Click on “Forums” to see the most recent discussion.

Click on the linked title of the forums you wish to comment on.

Following is a screen shot of the page that loads when you click the title of the discussion forum.

What can I learn from you?

Jun 16, 2011 | Turkey | By admin | 0 Comments | like

test

No comments

Add your comment

Subject:

Comment: *

Font family Font size Styles

Path:

Disable rich-text

Input format Notifications

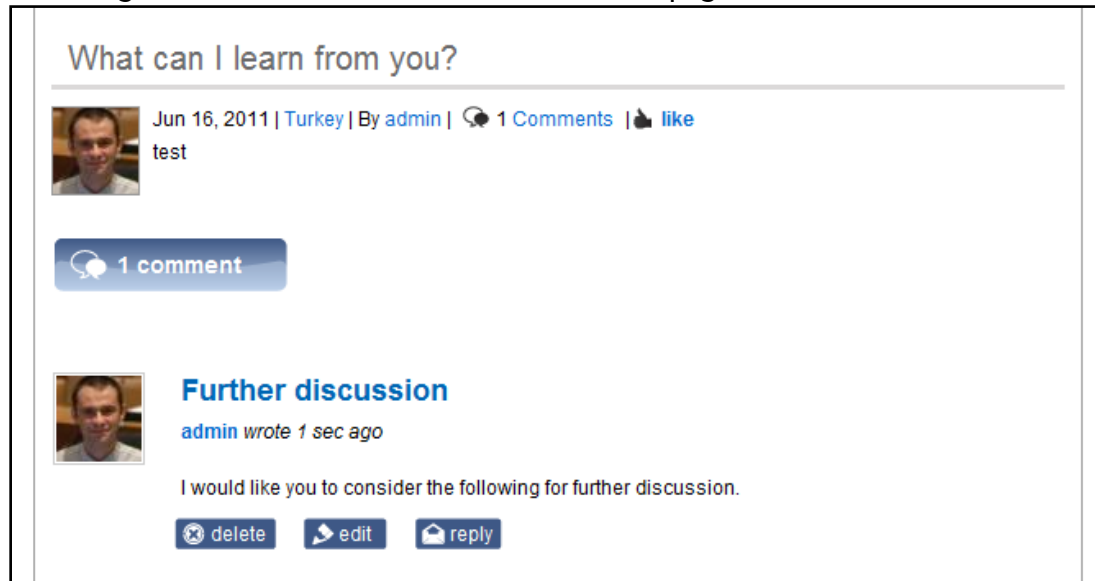
Save Preview

Type the subject of your comment in the space provided.

Type your comment in the space provided.

Click "Save" to post your comment on the discussion

Following is a screen shot of the discussion forum page after a comment has been added.



4.2.6 Sharing an image

You may have many opportunities for capturing and sharing images of the people, location, and activities that are involved in your project. Multimedia, like photos and videos, can be helpful for conveying what is happening on the ground, who is benefiting from a project, and where the work is having an impact. Your MDB partners often take project photos and put them on internet sites.

After logging in, you can easily share an image taken from a digital camera on your Project page by following these instructions:

- Navigate to your Project page (see section 2.4).
- Click on the "Share an Image" button (see screen shot below).
- In the page that loads, create a "Title", and under the "Image" section click the "Browse" button to locate the file.
- Finally, click "Upload" and then "Save". The image will be available for download in the "Media Gallery" box on the Project page.
- Note that only project implementers that are logged in can upload photos to your Project page.

Following is a screen shot of the Project page and the “Share an Image” button.

The screenshot shows a web interface for a project page. At the top, a breadcrumb trail reads: Home > South Africa > CTF Investment Plan > South Africa Sustainable Energy Acceleration Program. Below this are 'View' and 'Edit' buttons. The main title is 'South Africa Sustainable Energy Acceleration Program', followed by a 'SHARE' button with social media icons. The post date is 'May 17, 2011 | South Africa | By admin | 0 Comments | like'. The text describes sharing a project design document, with a note: 'CIF Financing: \$85 million'. A section titled 'Executing MDBs' features logos for the African Development Bank, the United Nations Development Programme, and the World Bank. A callout bubble points to the 'Share an Image' button in the right sidebar, with the text 'Click "Share an Image"'. The sidebar contains several buttons: Helpdesk, Upload a Document, Share a Lesson, Add New Blog, Start a Discussion, Share an Image (highlighted with a red border), and Share a Video. A 'View All' link is also present.

Home > South Africa > CTF Investment Plan > South Africa Sustainable Energy Acceleration Program

View Edit

South Africa Sustainable Energy Acceleration Program

SHARE

May 17, 2011 | South Africa | By admin | 0 Comments | like

Share a brief description of the project. Typically you can find, copy, and paste a description contained in the project design document.

CIF Financing: \$85 million

Executing MDBs

world bank

View All

Click "Share an Image"

Helpdesk

Upload a Document

Share a Lesson

Add New Blog

Start a Discussion

Share an Image

Share a Video

Following is a screen shot of the page that loads when you click the “Share an Image” button.

The screenshot shows a web form titled "Create Image". It includes a "Title:" field with a callout "Enter title of the image". Below it is a "Related Items" section containing a "Related Project:" dropdown menu with "South Africa Sustainable Energy Acceleration Program" selected, accompanied by a callout "Project name is auto-selected". The "Image:" section has a "Browse..." button with a callout "Browse the image and upload it" and a note: "Please upload image with the maximum height of 350px and width of 250px". A "Menu settings" link is also present. The "Description:" section features a rich text editor toolbar with various icons and dropdowns (Font family, Font size, Styles), and a large text area outlined in red. A callout "User can enter a description" points to this area. A checkbox "Show summary in full view" is located to the right of the description field.

Create Image

Title: *

Enter title of the image

Related Items

Related Project: *

South Africa Sustainable Energy Acceleration Program

Project name is auto-selected

Image:

Browse...

Browse the image and upload it

Please upload image with the maximum height of 350px and width of 250px

[Menu settings](#)

Description:

User can enter a description

☒ Show summary in full view

Rich text editor toolbar: B, I, U, ABC, list icons, link icon, unlink icon, anchor icon, HTML icon, undo, redo, Font family, Font size, Styles, and a Word icon.

Screen shot continued on the following page...

Screen shot continued from previous page...

The screenshot shows a software interface with several sections. At the top, there is a tab labeled "Input format". Below it, the "Image Gallery: *" section contains a dropdown menu with "CIF Images" selected. A callout bubble points to this dropdown with the text "Image gallery will be auto-selected". Below the "Image Gallery" section is a "Revision information" section. Underneath that is a "Notifications" section, which contains a checkbox labeled "Do not send notifications for this update." Below the "Notifications" section are four more sections: "Comment settings", "URL path settings", "Authoring information", and "Publishing options". At the bottom left, there are two buttons: "Save" and "Preview". A callout bubble points to the "Save" button with the text "Click on Save".

Input format

Image Gallery: *
CIF Images

Image gallery will be auto-selected

Revision information

Notifications

☐ Do not send notifications for this update.

Comment settings

URL path settings

Authoring information

Publishing options

Save Preview

Click on Save

4.2.7 Sharing a video




You may have opportunities for capturing and sharing videos of the people, location, and activities that are involved in your project. Multimedia, like photos and videos, can be helpful for conveying what is happening on the ground, who is benefiting from a project, and where the work is having an impact. Your MDB partners often make project videos and put them on YouTube (www.youtube.com).



In order for you to share a video in your project media gallery, the video must first be posted on YouTube (www.youtube.com). YouTube has instructions on how to post a video on its website. These instructions can be found on the following website: http://www.youtube.com/t/about_getting_started

After logging in to CIFnet, you can easily share a YouTube video on your Project page by following these instructions:

- Navigate to your Project page (see section 2.4).
- Click on the “Share a Video” button (see screen shot below).
- In the page that loads, create a “Title”, and under the “Third Party Video” section copy and paste the URL (web address) of the YouTube video.
- Finally, click “Save”. The video will be available for viewing in the “Media Gallery” box on the Project page.
- Note that only project implementers that are logged in can share videos on your Project page.

Following is a screen shot of the Project page and the “Share a Video” button.



South Africa Sustainable Energy Acceleration Program SHARE   

CIF May 17, 2011 | [South Africa](#) | By [admin](#) |  0 Comments |  like


Share a brief description of the project. Typically you can find, copy, and paste a description contained in the project design document.

CIF Financing: \$85 million

Executing MDBs

  [world bank](#) [View All](#)

Related Projects

 [\[Edit Block\]](#)

Following is a screen shot of the page that loads when you click the “Share a Video” button.

The screenshot shows a web form titled "Create Video". It includes several input fields and a rich text editor, with blue callout boxes providing instructions for each. The form is organized into sections: a title field, a "Menu settings" section, a "Related Items" section with a "Related Project" dropdown, a "Video Gallery" dropdown, a "Third Party video" URL field, a "Description" field with a rich text editor, and a bottom section with "Save" and "Preview" buttons.

Create Video

Title: *

Enter Video title

▶ Menu settings

Related Items

Related Project: *

South Africa Sustainable Energy Acceleration Program

Project will be auto-selected

Video Gallery: *

CIF Videos

Video gallery will be auto-selected

Third Party video:

Enter the URL or Embed Code here. The embedded third party content will be parsed and displayed appropriately from this.

The following services are provided: [YouTube](#)

Click to select video from you tube

Copy and paste link from you tube

Description:

Enter description of the video

▶ Input form

Click here to save

Save Preview

4.2.8 Registering for updates

All registered users, including country administrators, can register for updates. CIFnet's notification system allows you to select the projects and the content types that you would like to receive email notifications for. For example, if you want to be notified when blogs, discussion forums, lessons learned, and videos are updated on only one specific project, you can select to only receive those updates. In contrast, if you want to receive notifications of updates on all projects but only the "lessons learned" content type, you can select to only receive those updates. The system is very flexible.

After logging in to your Country Administrator account, follow these steps to register for updates:

- Click on the "Register for Updates" link (look on the top right corner of the page, next to the search bar).
- On the page that loads, select one or more content types from the menu of options.
- Select one or more projects from the scrolling menu (to select multiple projects, hold the CTRL key on your keyboard while you click on the projects you wish to select).
- Click "Register" to save your selections.

Following is a screen shot of the "Register for Updates" link (note: user must be logged in).



Following is a screen shot of the page that loads when you click the “Register for Updates” link.

[Home](#) > Register for Update

Helpdesk

Register for Update

Select Content Type: *

- ☒ Blog entry
- ☐ Discussion Forums
- ☐ Document Repository
- ☐ Image
- ☐ Learning by doing
- ☐ Video

Please select the content types for notification

Select Projects: *

- FIP Sample project Brazil
- FIP Sample project DRC
- FIP Sample project Ghana
- FIP Sample project Indonesia
- FIP Sample project Mexico
- FIP Sample project Peru
- SREP sample project Kenya
- SREP sample project Ethiopia
- SREP sample project Mali
- SREP sample project Honduras
- SREP sample project Maldives
- SREP sample project Nepal
- FIP Sample project Burkina Faso

☒ Do not notify for any comments in the contents posted by me.

Register

Click on register

Select one or more content types and projects that you want to receive email notifications for

4.3 Tools for CIF stakeholders

Members of NGOs, the private sector, development agencies, indigenous peoples groups, and local communities bring with them diverse experience, knowledge, and expertise. CIFnet provides a central hub for these actors to communicate and engage with CIF partners and each other with a view to building an open community of practice that can enhance and benefit from the work being done under the CIF. However, they must register as a CIFnet user and they must be respectful in the way they engage with other users.

As a registered user, you will be able to:

- Blog and take part in discussions on Investment Plan and Project pages.
- Comment on project lessons.
- Provide additional answers to questions posted on the Helpdesk page.
- Register for selective notifications, so that you can stay up-to-date with the projects you are interested in and avoid getting unwanted emails.

4.3.1 Starting or joining a blog

Blogs are useful tools for sharing stories with the public and reporting on progress during preparation and implementation, similar to a news update. For example, you could provide an update on community stakeholder consultations or share the outcomes of a recent phase of construction. You can also provide links to other blogs such as those posted to MDB or government websites.

Since email notifications are built into CIFnet, starting or joining a blog on the Investment Plan or Project page is an easy way for you to get in touch with country and project team members. It will be your responsibility to engage with them courteously, as you would expect them to do with you.

All registered users can start or join blogs on all Investment Plan and Project pages in CIFnet.

After logging in to your account, follow these steps to start a blog on an Investment Plan or Project page:

- Navigate to the page on which you wish to start a blog (see section 2.3 and 2.4).
- To add a new blog on the page, click on the “Add New Blog” button in the right hand column.
- Type your comments in the form that loads, and click “Save”.
- Your Blog will be posted in the Blogs box on the page and any page upstream; AND
- An email notification will be sent to the project implementers or country administrators that manage that page.
- When someone comments on your blog, you will be automatically notified by email.

Following is a screen shot of the “Add New Blog” button on the Project page (note: user must be logged in).

The screenshot displays a web interface for a project page. At the top, a breadcrumb trail reads: Home > South Africa > CTF Investment Plan > South Africa Sustainable Energy Acceleration Program. Below this, there are 'View' and 'Edit' buttons. The main content area features the title 'South Africa Sustainable Energy Acceleration Program' with a 'SHARE' button and social media icons. A callout bubble with the text 'Click “Add New Blog”' points to a button in the right-hand sidebar. The sidebar contains several buttons: 'Helpdesk', 'Upload a Document', 'Share a Lesson', 'Add New Blog' (highlighted with a red border), 'Start a Discussion', 'Share an Image', and 'Share a Video'. The main content area also includes a 'CIF' logo, a date 'May 17, 2011', a location 'South Africa', an author 'By admin', and a comment count '0 Comments'. A description follows: 'Share a brief description of the project. Typically you can find, copy, and paste a description contained in the project design document.' Below this is a line for 'CIF Financing: \$85 million'. Further down, there is a section titled 'Executing MDBs' with logos for the African Development Bank, the Asian Development Bank, and the World Bank. A 'View All' link is present at the bottom right of this section. The bottom of the page shows a section titled 'Related Projects'.

Home > South Africa > CTF Investment Plan > South Africa Sustainable Energy Acceleration Program

View Edit

South Africa Sustainable Energy Acceleration Program

SHARE [Facebook] [Twitter] [Email] ...

May 17, 2011 | South Africa | By admin | 0 Comments | like

Share a brief description of the project. Typically you can find, copy, and paste a description contained in the project design document.

CIF Financing: \$85 million

Click “Add New Blog”

Executing MDBs

[Logos: African Development Bank, Asian Development Bank, World Bank]

world bank View All

Related Projects

Helpdesk

Upload a Document

Share a Lesson

Add New Blog

Start a Discussion

Share an Image

Share a Video

Following is a screen shot of the form that loads when you click the “Add New Blog” button.

The screenshot shows a web form titled "Create Blog entry". At the top, there is a text input field for the "Title" with a red asterisk indicating it is required. A blue callout bubble points to this field with the text "Enter Title of the Blog". Below the title field is a section titled "Related Items" which contains three dropdown menus. The first dropdown is "Related Country:" with "South Africa" selected. The second is "Investment Plan:" with "CTF Investment Plan" selected. The third is "Related Project:" with "South Africa Sustainable Energy Acceleration Program" selected. A blue callout bubble points to these three dropdowns with the text "Country, investment plan, and project will be auto-selected". Three red arrows point from this bubble to each of the three dropdown menus. Below the "Related Items" section is a "Description:" label. To its right is a checkbox labeled "Show summary in full view" which is checked. Below the label is a large text area for the description. A blue callout bubble points to this text area with the text "Enter your text in the space provided". Above the text area is a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, HTML, source, undo, redo, font family, font size, styles, and image upload.

Create Blog entry

Title: *

Related Items

Related Country: *
South Africa

Investment Plan: *
CTF Investment Plan

Related Project:
South Africa Sustainable Energy Acceleration Program

Description:

Enter your text in the space provided

Show summary in full view

Font family Font size Styles

Screen shot continued on the next page...

Screen shot continued form the previous page...

The screenshot shows a web interface with a 'File attachments' section. It includes a text input field, a 'Browse...' button, and an 'Attach' button. Below this is a list of settings: 'Comment settings', 'URL path settings', 'Authoring information', and 'Publishing options'. At the bottom are 'Save' and 'Preview' buttons. Two callout boxes are present: one pointing to the 'Browse...' button with the text 'Browse to attach file', and another pointing to the 'Save' button with the text 'Click on "Save"'.

File attachments

Changes made to the attachments a [redacted] file will be included in RSS feeds.

Attach new file:

[Text input field] [Browse...]

The maximum upload size is 20 MB. Only files with the following extensions may be uploaded: *jpg jpeg gif png txt doc xls pdf ppt docx pptx xlsx*.

Attach

Comment settings

URL path settings

Authoring information

Publishing options

Save | Preview

Browse to attach file

Click on "Save"

Follow these steps to comment on an existing blog on an Investment Plan or Project page:

- Navigate to the Project page or the page on which you wish to comment on a blog (see section 2.3 and 2.4).
- In the "Forums/Blogs" box, click on "Blogs" to see the most recent blogs.
- Click on the title of the Blog you want to comment on.
- Type your comments in the form provided, and click "Save".
- Your comments will be posted on the page of the blog; AND
- An email notification will be sent to the user that created the blog you commented on and the project implementer that manages that page.
- When someone else comments on the blog or responds to your comment, you will be automatically notified by email.

Following is a screen shot of the Project page and the “Forums/Blogs” box.

The screenshot shows a web interface for a project page. The main content area on the left features a project title, a date and location, a byline, a brief description, and financing details. Below this is a section for MDB Partners with a World Bank Group logo. Further down is a section for Related Projects with three project cards. On the right side, there are three vertical boxes: Project Documents, Learning by Doing, and Forums/Blogs. The Forums/Blogs box has tabs for Forums and Blogs, with the Blogs tab selected. A red arrow points from a text box to the Blogs tab, and another red arrow points from a text box to a blog entry in the Blogs tab. A third red arrow points from a text box to a 'View All' link in the MDB Partners section.

Private Sector Renewable Energy and Energy Efficiency Project [SHARE](#) [f](#) [t](#) [e](#) [...](#)


CIF May 16, 2011 | [Turkey](#) | By [admin](#) | [0 Comments](#) | [like](#)

The objective of the Private Sector Renewable Energy and Energy Efficiency Project for Turkey is to help increase privately owned and operated energy production from indigenous renewable sources within the market-based framework of the Turkish electricity market law, enhance energy efficiency, and thereby help reduce greenhouse gas emissions. There are three components to the project, the first

[More \[+\]](#)


CIF Financing: USD 100 million
Co-financing: USD 1.050 billion


MDB Partners

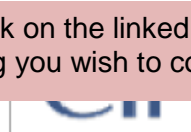
 [View All](#)

Click on “Blogs” to see the most recent blogs.

Related Projects


 [Mexico Private Sector Wind Development](#)

 [Philippines Sustainable Energy Finance Program](#)

 [Turkish Sustainable Energy Financing Facility](#)

Click on the linked title of the blog you wish to comment on.

Project Documents

 [Environmental Assessment](#) [View All](#)


[Upload a Document](#)

Learning by Doing

[Lessons from working with private investors](#)
Posted on June 01, 2011
this is a test. [View All](#)

[Share a Lesson](#)

Forums Blogs

 [The story of a solar power plant](#)
Jun 01, 2011 | [Turkey](#)
by [admin](#) [0 Comments](#) [View All](#)

[Add New Blog](#)

[No comments](#)

Following is a screen shot of the page that loads when you click the title of the blog.

The screenshot shows a blog post titled "The story of a solar power plant" by admin, dated Jun 01, 2011, from Turkey. The post content is "This is a test." and has 0 comments. A "No comments" button is visible. Below the post is a "Add your comment" section. A red arrow points to the "Subject:" input field with the annotation "Type the subject of your comment in the space provided." Another red arrow points to the "Comment:" text area, which includes a rich-text editor toolbar, with the annotation "Type your comment in the space provided." At the bottom, a red arrow points to the "Save" button with the annotation "Click 'Save' to post your comment on the blog page." To the right of the main content is a "Recent blogs" sidebar listing three other posts: "Energy efficiency in Turkey's industries", "The story of a solar power plant", and "New Blog".

The story of a solar power plant

Jun 01, 2011 | Turkey | By admin | 0 Comments | like

This is a test.

No comments

Add your comment

Subject:

Comment: *

Font family | Font size | Styles |

Path:

[Disable rich-text](#)

☐ Input format

☐ Notifications

Recent blogs

[Energy efficiency in Turkey's industries](#)
Jun 14, 2011 | Turkey
by admin | 0 Comments

[The story of a solar power plant](#)
Jun 01, 2011 | Turkey
by admin | 0 Comments

[New Blog](#)
May 16, 2011 | Ghana
by admin | 1 Comments

[View All](#)


Following is a screen shot of the blog page after a comment has been added.

The story of a solar power plant



Jun 01, 2011 | [Turkey](#) | By [admin](#) |  1 Comments  like

This is a test.


 1 comment



Response to the blog

[admin](#) wrote 1 sec ago

This is my comment on the story of a solar power plant.

 delete  edit  reply


Recent blogs




[Energy efficiency in Turkey's industries](#)
Jun 14, 2011 | [Turkey](#)
by [admin](#)  0 Comments



[The story of a solar power plant](#)
Jun 01, 2011 | [Turkey](#)
by [admin](#)  1 Comments



[New Blog](#)
May 16, 2011 | [Ghana](#)
by [admin](#)  1 Comments

[View All](#)

4.3.2 Starting or joining a discussion

Discussion forums are useful tools for communicating and networking with staff from other country and project teams and engaging with the public. For example you may want to contact someone from another project team to find out about their experiences with a technology you are interested in or how they are monitoring the impact of their project.

Since email notifications are built into CIFnet, starting or joining a discussion on the Investment Plan or Project page is one of the easiest ways for you to get in touch with country and project team members. Again, it will be your responsibility to engage with them courteously, as you would expect them to do with you.

All registered users can start or join discussions on all Investment Plan and Project pages in CIFnet. After logging in to your account, follow these steps to start a discussion on an Investment Plan or Project page:

- Navigate to the page on which you wish to start a discussion (see section 2.3 and 2.4).
- To start a new discussion on the page, click on the “Start a Discussion” button in the right hand column.
- Type your comments in the form provided, and click “Save”.
- Your discussion will be posted in the Forums box on the page and any page upstream; AND
- An email notification will be sent to the project implementers or country administrators that manage that page.
- When someone joins your discussion, you will be automatically notified by email.

Following is a screen shot of the “Start a Discussion” button on the Project page (note: user must be logged in).

The screenshot displays a project page for the "South Africa Sustainable Energy Acceleration Program". The page includes a header with the project title, a "SHARE" button with social media icons, and a sidebar with various action buttons. The main content area features a project description, a call to action to "Click 'Start a Discussion'", and sections for "Executing MDBs" and "Related Projects".


South Africa Sustainable Energy Acceleration Program

May 17, 2011 | [South Africa](#) | By [admin](#) | [0 Comments](#) | [like](#)

Share a brief description of the project. Typically you can find, copy, and paste a description contained in the project design document.

CIF Financing: \$85 million

Executing MDBs



[View All](#)

Related Projects

[Start a Discussion](#)

[Upload a Document](#)

[Share a Lesson](#)

[Add New Blog](#)

[Share an Image](#)

[Share a Video](#) [\[Edit Block\]](#)

Following is a screen shot of the form that loads when you click the “Start a Discussion” button.

The screenshot shows a web form titled "Create Discussion Forums". At the top, there is a breadcrumb trail: "Home > Create content > Create Discussion Forums". The form has several sections:

- Title: ***: A text input field. A blue callout bubble points to it with the text "Enter title of the discussion forum".
- Forums: ***: A dropdown menu currently showing "CIF General Forum".
- Related Items**: A section containing three dropdown menus:
 - Related Country: ***: A dropdown menu showing "South Africa".
 - Investment Plan: ***: A dropdown menu showing "CTF Investment Plan".
 - Related Project:**: A dropdown menu showing "South Africa Sustainable Energy Acceleration Program".

Three red arrows point from a blue callout bubble to the "Related Country", "Investment Plan", and "Related Project" dropdown menus. The callout bubble contains the text: "Country, investment plan, and project will be auto-selected".

Screen shot continued on the next page...

Screen shot continued form the previous page...

Description: *

Enter your text in the space provided

☑ Show summary in full view

B *I* U ABC [List Icon] [Link Icon] [Image Icon] Font family Font size Styles [Word Icon]

Copy and Paste from word

Path:
[Disable rich-text](#)

▶ Input format

▼ File attachments

Changes made to the attachments are **Browse to attach files** be included in RSS feeds.

Attach new file:

[Browse...](#)

The maximum upload size is 20 MB. Only files with the following extensions may be uploaded: *jpg jpeg gif png txt doc xls pdf ppt docx pptx xlsx*.

[Attach](#)

▶ [Comment settings](#)

▶ [URL path settings](#)

▶ [Authoring information](#)

▶ [Publishing options](#)

[Save](#) [Preview](#)

Click on Save

Follow these steps to comment on an existing discussion on an Investment Plan or Project page:

- Navigate to the Project page or the page on which you wish to comment on a discussion (see section 2.3 and 2.4).
- In the “Forums/Blogs” box, click on “Forums” to see the most recent forums.
- Click on the title of the Discussion you want to comment on.
- Type your comments in the form provided, and click “Save”.
- Your comments will be posted on the page of the discussion; AND
- An email notification will be sent to the user that created the discussion you commented on and the project implementer that manages that page.
- When someone else comments on the discussion or responds to your comment, you will be automatically notified by email.

Following is a screen shot of the Project page and the “Forums/Blogs” box.

Private Sector Renewable Energy and Energy Efficiency Project SHARE f t e ...


CIF May 16, 2011 | Turkey | By admin | 0 Comments | like

The objective of the Private Sector Renewable Energy and Energy Efficiency Project for Turkey is to help increase privately owned and operated energy production from indigenous renewable sources within the market-based framework of the Turkish electricity market law, enhance energy efficiency, and thereby help reduce greenhouse gas emissions. There are three components to the project, the first

CIF Financing: USD 100 million
Co-financing: USD 1.050 billion


[More \[+\]](#)


MDB Partners

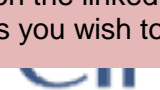

WORLD BANK GROUP

[View All](#)


Related Projects


Mexico Private Sector Wind Development



Philippines Sustainable Energy Finance Program


Turkish Sustainable Energy Financing Facility

Project Documents

 [Environmental Assessment](#)


[View All](#)

 [Upload a Document](#)


Learning by Doing

[Lessons from working with private investors](#)
Posted on June 01, 2011
this is a test.

[View All](#)

 [Share a Lesson](#)

Forums **Blogs**

 [What can I learn from you?](#)
Jun 16, 2011 | Turkey
by admin | 0 Comments

[View All](#)

Click on “Forums” to see the most recent discussion.

Click on the linked title of the forums you wish to comment on.

Following is a screen shot of the page that loads when you click the title of the discussion forum.

What can I learn from you?

Jun 16, 2011 | Turkey | By admin | 0 Comments | like

test

No comments

Add your comment

Subject:

Comment: *

Font family Font size Styles

Path:

Disable rich-text

Input format Notifications

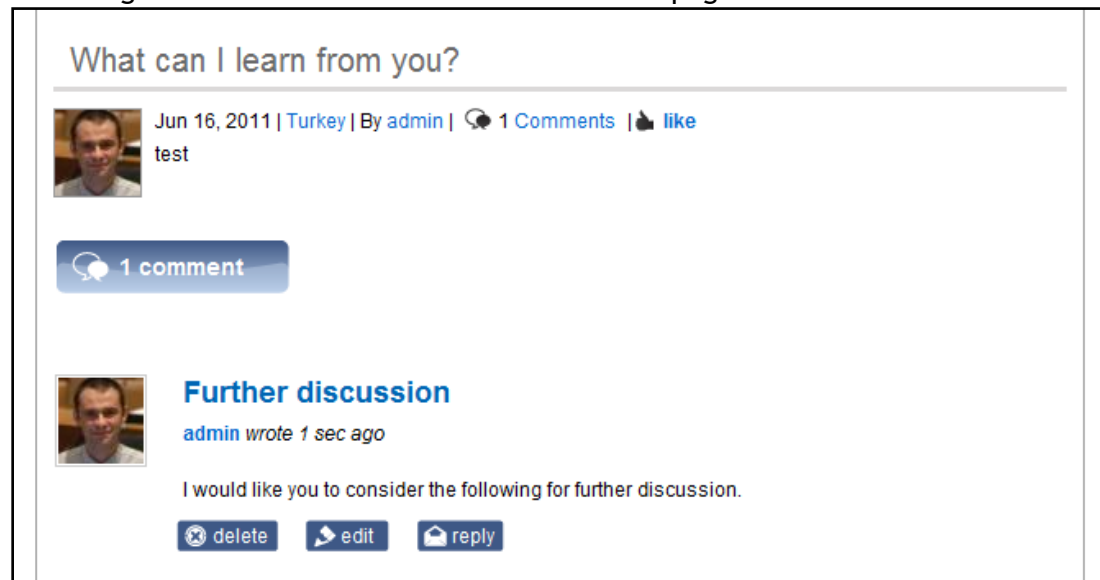
Save Preview

Type the subject of your comment in the space provided.

Type your comment in the space provided.

Click "Save" to post your comment on the discussion

Following is a screen shot of the discussion forum page after a comment has been added.



4.3.3 Commenting on project lessons

Sharing lessons learned from CIF activities is a major objective of the CIF, and many projects will include information sharing and learning or knowledge management activities, such as workshops, awareness campaigns, assessments, toolkits, etc. Lessons learned from developing and implementing investment plans may also be shared, for example about coordination, monitoring and evaluation, etc. In many cases, countries have decided to create a specific project focused on knowledge management or capacity building, and it is on that project page that such lessons will be shared.

MDBs and project teams will undoubtedly be producing reports on their knowledge management and information sharing and learning activities, perhaps for different audiences or in different languages.

After logging in, you can easily comment on lessons shared on a Project page by following these instructions:

- Navigate to the Project page on which you wish to comment on a lesson (see section 2.3 and 2.4).
- In the “Learning by Doing” box, click on the title of the lesson you want to comment on.
- Type your comments in the form provided, and click “Save”.
- Your comments will be posted on the page of the lesson; AND

- An email notification will be sent to the project implementer that created the lesson you commented on.
- When someone else comments on the lesson or responds to your comment, you will be automatically notified by email.

Following is a screen shot of the Project page and the “Learning by Doing” box.

Private Sector Renewable Energy and Energy Efficiency Project

SHARE

May 16, 2011 | Turkey | By admin | 0 Comments | like

The objective of the Private Sector Renewable Energy and Energy Efficiency Project for Turkey is to help increase privately owned and operated energy production from indigenous renewable sources within the market-based framework of the Turkish electricity market law, enhance energy efficiency, and thereby help reduce greenhouse gas emissions. There are three components to the project, the first

CIF Financing: USD 100 million
Co-financing: USD 1.050 billion

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MDB Partners

[View All](#)

Related Projects

Mexico Private Sector Wind Development

Philippines Sustainable Energy

Turkish Sustainable Energy Financing

Project Documents

Environmental Assessment

[View All](#)

Upload a Document

Learning by Doing

[Lessons from working with private investors](#)

Posted on June 01, 2011
this is a test.

[View All](#)

Share a Lesson

Forums Blogs

[The story of a solar power plant](#)

Jun 01, 2011 | Turkey
by admin 0 Comments

[View All](#)

Click on the linked title of the lesson you wish to comment on.



Following is a screen shot of the page that loads when you click the title of the lesson.

Lessons from working with private investors

Jun 01, 2011 | [Turkey](#) | By [admin](#) | [like](#)

this is a test.

No comments

Add your comment

Subject:

Comment: *

B **I** **U** ABC

Font family Font size Styles

Path:

[Disable rich-text](#)

Input format

Notifications

Save

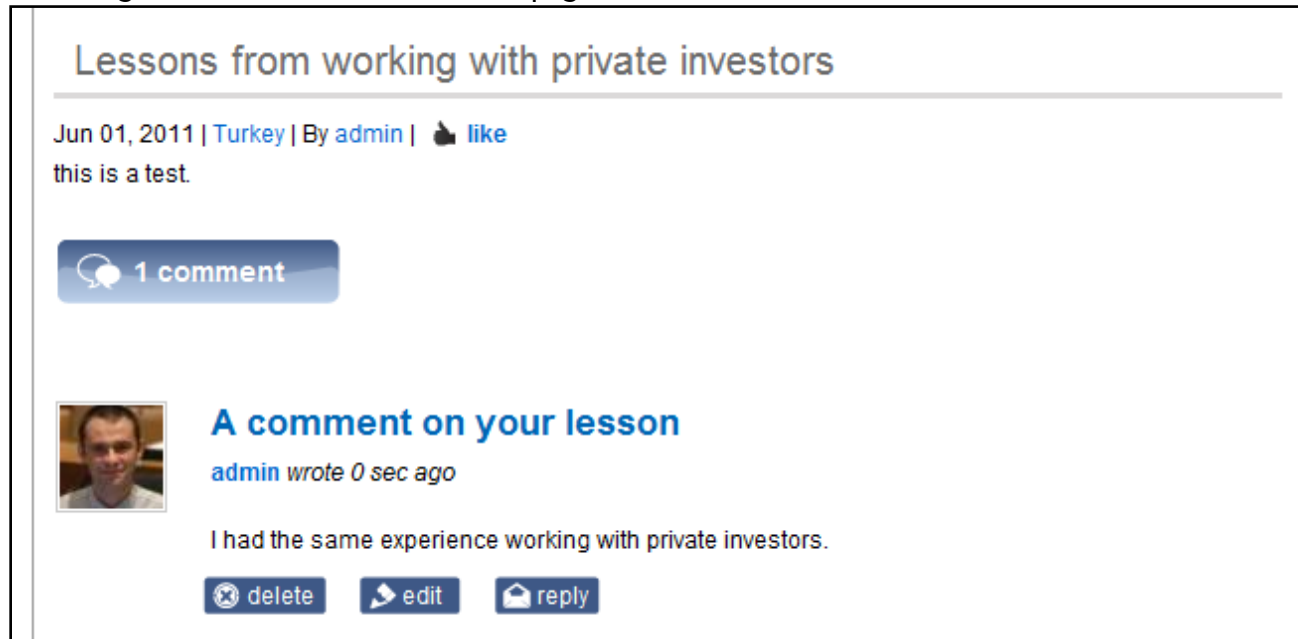
Preview

Type the subject of your comment in the space provided.

Type your comment in the space provided.

Click "Save" to post your comment on the lesson page.

Following is a screen shot of the lesson page after a comment has been added.



4.3.4 Registering for updates

All registered users can register for updates. CIFnet's notification system allows you to select the projects and the content types that you would like to receive email notifications for. For example, if you want to be notified when blogs, discussion forums, lessons learned, and videos are updated on only one specific project, you can select to only receive those updates. In contrast, if you want to receive notifications of updates on all projects but only the "lessons learned" content type, you can select to only receive those updates. The system is very flexible.

After logging in to your account, follow these steps to register for updates:

- Click on the "Register for Updates" link (look on the top right corner of the page, next to the search bar).
- On the page that loads, select one or more content types from the menu of options.
- Select one or more projects from the scrolling menu (to select multiple projects, hold the CTRL key on your keyboard while you click on the projects you wish to select).

- Click “Register” to save your selections.

Following is a screen shot of the “Register for Updates” link (note: user must be logged in).



Following is a screen shot of the page that loads when you click the “Register for Updates” link.

[Home](#) > [Register for Update](#)

Helpdesk

Register for Update

Select Content Type: *

- ☒ Blog entry
- ☐ Discussion Forums
- ☐ Document Repository
- ☐ Image
- ☐ Learning by doing
- ☐ Video

Please select the content types for notification

Select Projects: *

- FIP Sample project Brazil
- FIP Sample project DRC
- FIP Sample project Ghana
- FIP Sample project Indonesia
- FIP Sample project Mexico
- FIP Sample project Peru
- SREP sample project Kenya
- SREP sample project Ethiopia
- SREP sample project Mali
- SREP sample project Honduras
- SREP sample project Maldives
- SREP sample project Nepal
- FIP Sample project Burkina Faso

☒ Do not notify for any comments in the contents posted by me.

[Register](#)

Click on register

Select one or more content types and projects that you want to receive email notifications for

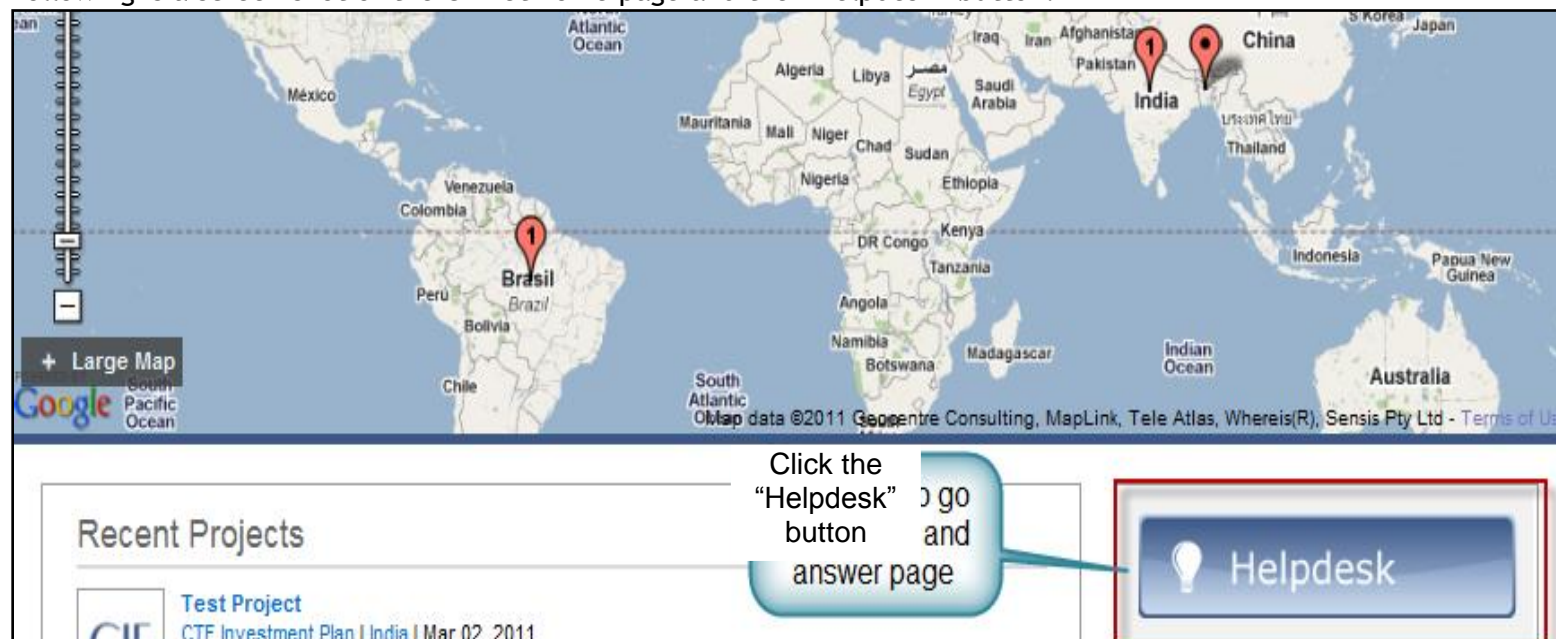
5. Using the Helpdesk

The Helpdesk is a service available for country administrators and project implementers to pose questions to and receive answers from partners in the MDBs and CIF Admin Unit, and from other CIFnet registered users. As a repository of past questions and answers, the Helpdesk page will also be a useful resource for the entire CIF community. Whether you have access to the Helpdesk page's different tools, for example the "Ask a Question" feature, will depend on your CIFnet user role. The following is a list of the user roles and the associated Helpdesk tools that are accessible to them:

- **Country administrators**: Post new questions and answers. Search past questions and answers by keyword, country, or project.
- **Project implementers**: Post new questions and answers. Search past questions and answers by keyword, country, or project.
- **Registered users**: Post answers. Search past questions and answers by keyword, country, or project.
- **Un-registered users**: Search past questions and answers by keyword, country, or project.

Navigate to the Helpdesk page by clicking on the "Helpdesk" button. The "Helpdesk" button is located on almost all CIFnet pages.

Following is a screen shot of the CIFnet home page and the "Helpdesk" button.



When the Helpdesk page loads, you will notice several useful features or tools for sorting and searching through questions and answers that have already been posted to the Helpdesk. If you are a project implementer or country administrator, you can use these tools before you post a new question to the Helpdesk to see if your question has already been asked and answered.

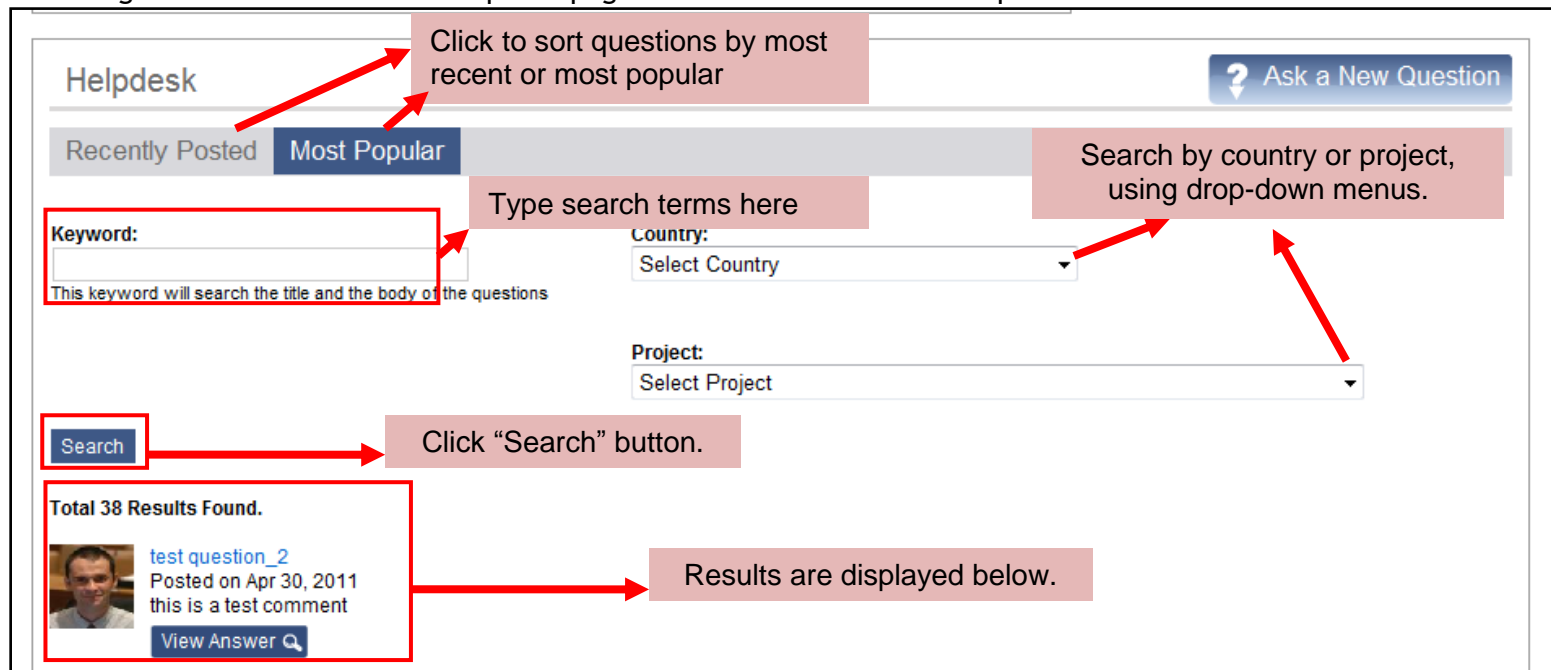
To sort questions, choose between the following options:

- Click “Recently Posted”, to view the most recent questions to be posted on the Helpdesk page.
- Click “Most Popular”, to see the most frequently viewed questions.

To search questions and answers, use one or more of the following search tools:

- Type any search term you are looking for in the “Keyword” search bar. The Helpdesk search engine will find any questions or answers that include the term you are looking for.
- Select a country from the “Country” drop down menu. The search engine will find any questions or answers pertaining to that particular country.
- Select a project from the “Project” drop down menu. The search engine will find any questions or answers pertaining to that particular project.

Following is a screen shot of the Helpdesk page and the location of the Helpdesk search tools and buttons.



To view the answers that have been posted in response to a question, you have two options:

- Click on the title of the question, and you will be linked to page that displays the question and answers in detail; OR
- Click the “View Answer” button below the question, and the answers will be displayed below the question.

Note that answers displayed as “Official” answers are those posted by the CIFnet Administrator, while “Other” answers have been posted by other CIFnet users.

Following is a screen shot of the Helpdesk page showing the tools for viewing answers to questions.

The screenshot shows the CIFnet Helpdesk interface. At the top, there is a 'Helpdesk' header and a button labeled '? Ask a New Question'. Below the header, there are two tabs: 'Recently Posted' (active) and 'Most Popular'. The main content area contains search filters: a 'Keyword:' text input field with a note 'This keyword will search the title and the body of the questions', a 'Country:' dropdown menu with 'Select Country' as the selected option, and a 'Project:' dropdown menu with 'Private Sector Renewable Energy and Energy Efficiency Project' as the selected option. A 'Search' button is located below these filters. The search results section shows 'Total 1 Results Found.' and a single result. The result includes a user profile picture, a blue link labeled 'question', the text 'Posted on Jun 04, 2011 | Turkey | Private Sector Renewable Energy and Energy Efficiency Project', and the text 'Who has the official answer to my question?'. Below the text is a 'View Answer' button with a magnifying glass icon. Two red arrows with callout boxes point to these elements: one from the 'question' link to a box stating 'Click the title of the question to view the question and answers in detail', and another from the 'View Answer' button to a box stating 'Click “View Answer” to view the answers below'.

Helpdesk [? Ask a New Question](#)

Recently Posted Most Popular


Keyword:
This keyword will search the title and the body of the questions

Country:

Project:

Search

Total 1 Results Found.

 [question](#)
Posted on Jun 04, 2011 | Turkey | Private Sector Renewable Energy and Energy Efficiency Project
Who has the official answer to my question?
[View Answer](#)

Click the title of the question to view the question and answers in detail

Click “View Answer” to view the answers below

Following is a screen shot of the Helpdesk page after clicking the “View Answer” button.

question
Posted on Jun 04, 2011 | Turkey | Private Sector Renewable Energy and Energy Efficiency Project
Who has the official answer to my question?

Official answer: I have the official answer.

Other answer: I have another answer, but it's not the official one

I have the official answer.

[View Answer](#)

Official answers are those posted by the CIFnet Administrator

Other answers are those posted by other CIFnet users

Following is a screen shot of the page that loads after clicking on the title of a question.

question

question
Jun 04, 2011 | Turkey | Private Sector Renewable Energy and Energy Efficiency Project
By Project Turkey
Who has the official answer to my question?

[Provide an Answer](#)

Official answer: By admin Aug 17, 2011 I have the official answer.

[Edit](#) [Delete](#)

Other Answers: By Project Partner Aug 17, 2011 I have another answer, but it's not the official one

Official answers are those posted by the CIFnet Administrator

Other answers are those posted by other CIFnet users

Country administrators and project implementers can post questions on the CIFnet Helpdesk page. The Helpdesk page has a built-in notification system to automatically alert the CIFnet Administrator via email when a question has been posted and to automatically email the person who posted the question once an answer has been posted in response.

After logging in to your country administrator or project implementer account, follow these steps to post a question on the Helpdesk:

- Navigate to the Helpdesk page by clicking on the “Helpdesk” button. The “Helpdesk” button is located on all CIFnet pages.
- Once the Helpdesk page loads, click on the “Ask a New Question” button in the top right corner of the Helpdesk page.
- Type your question in the form that loads; select the country, investment plan, or project that the question is about; and click “Save”.
- Your question will be posted to the Helpdesk page; AND
- An email notification will be sent to the CIFnet Administrator.
- When the CIFnet Administrator posts the “Official Answer” or other users submit “Other Answers” to your question, you will be automatically notified by email.

Following is a screen shot of the CIFnet home page and the “Helpdesk” button.



Following is a screen shot of the Help Desk page and the “Ask a New Question” button.

Home > Helpdesk

Helpdesk

Click “Ask a New Question” → [? Ask a New Question](#)

Recently Posted | **Most Popular**


Keyword:
This keyword will search the title and the body of the questions

Country:

Project:

[Search](#)

Total 33 Results Found.

 [Question regarding regional investment plan](#)
Posted on May 16, 2011| [Algeria](#)
Nasser, when exactly will you get into it? I cannot wait to have it cleared out.
[View Answer](#)

Following is a screen shot of the form that loads when you click the “Ask a New Question” button.

Create Question

The Help Desk is intended to provide support to project implemeters working in a specific project under the Climate Investment Funds. Please identify the country, investment plan and project to which your question is related. The help desk coordinator will make all efforts to reply to all questions. Registered users are cordially invited to participate by providing answers to all questions posted.

Title: *

Related Items

Related Country: *

Investment Plan: *

Related Project:

Enter Question title →

Select Country, Investment plan and Project from the list →

Screen shot continued from previous page...

Body:

Enter Body of the question

Path:
Disable rich-text

Input format

Comment settings

Save Preview

Click to Save

Any registered user, including country administrators, can post answers to questions on the CIFnet Helpdesk page. An answer posted by the CIFnet Administrator will be designated as an “Official Answer”, whereas answers posted by other registered users will be noted as “Other Answers”.

After logging in to your account, follow these steps to post an answer to a question on the Helpdesk:

- Navigate to the Helpdesk page by clicking on the “Helpdesk” button. The “Helpdesk” button is located on all CIFnet pages.
- Once the Helpdesk page loads, click on the title of any question you wish to post an answer to.
- In the page that loads, click on the “Provide an Answer” button, below the question text.
- In the form that loads, type your answer in the “Comments” box, and click “Save”.
- Your answer will be posted to the Helpdesk page under “Other Answers”; AND
- An email notification will be sent to the person who posted the question.

Following is a screen shot of the Helpdesk page and the title of a question.

[Home](#) > [Helpdesk](#)

Helpdesk

Ask a New Question

Recently PostedMost Popular

Keyword:


Country:

This keyword will search the title and the body of the questions

Project:

Search

Total 33 Results Found.



[Question regarding regional investment plan](#)
Posted on May 16, 2011 | Algeria
Nasser, when exactly will you get into it? I cannot wait to have it cleared out.
[View Answer](#)

Click the question's link

Following is a screen shot of the form that loads for providing answers.

Question regarding regional investment plan
May 16, 2011 | Algeria |
By admin
Nasser, 1

have it cleared out.

Provide an Answer

Click "Provide an Answer"

Enter answer in the text box

Comment: *

B **I** **U** ABC

Path: p

File attachments:

Changes made to the attachments are not permanent until you save.

Attach new file: **Browse...**

The maximum upload size is 20 MB. Only files with the following extensions may be uploaded: *jpg jpeg gif png txt doc xls pdf ppt docx pptx xlsx.*

Attach

Notifications

Save **Preview**

Click on save

Browse and attach files