

Item 8(b) of the provisional agenda  
**Communication strategy**

**New Clearing House User Manual for THE PEP national  
focal points**

**THE PEP  
FOCAL POINT'S MANUAL**

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## ACCESS & LOGIN PROCEDURE

1. To login in to the site to make changes, begin by opening a web browser and going to:

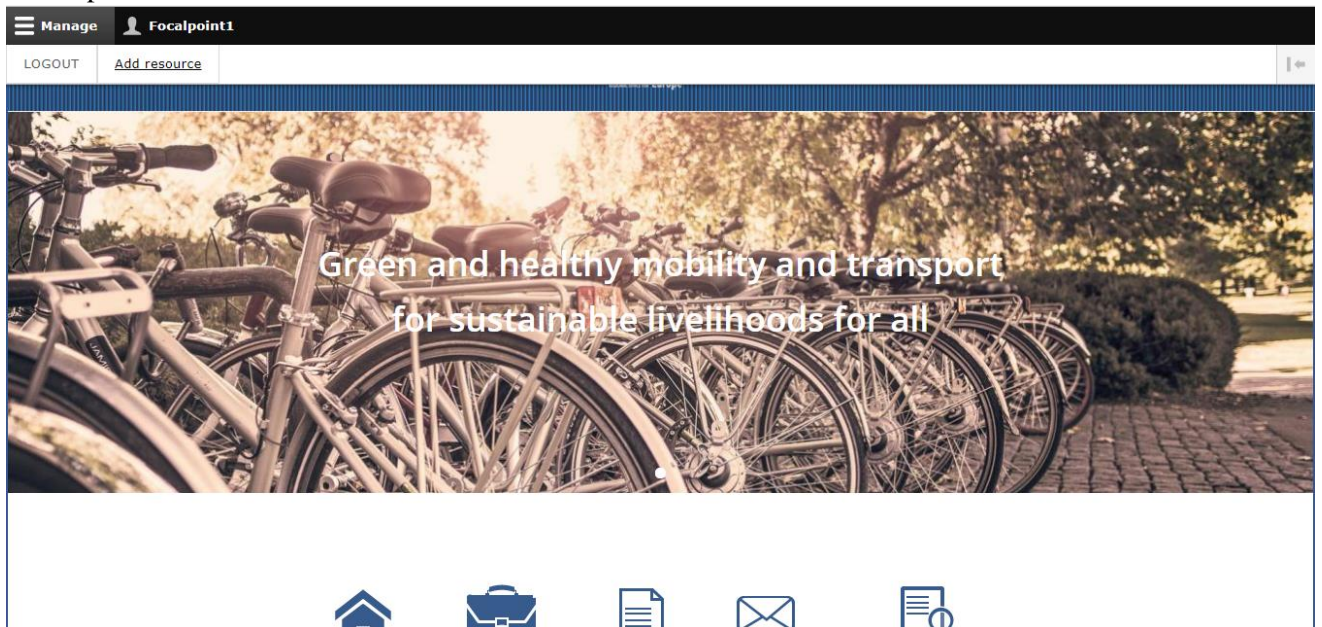
<https://thepep.unece.org/user/login>

Access credentials (Username and password) will be provided by the secretariat

## RESOURCES

In order to add a new resource you need to follow these steps:

1. Top menu: Add Resources



2. You need to fill the form that will be opened:

A screenshot of the 'Create Resource' form. The form has a dark header with 'Back to site', 'Manage', and 'Focalpoint1' buttons. Below the header, there are 'LOGOUT' and 'Add resource' buttons. The main content area is titled 'Create Resource' and has a breadcrumb trail: 'Home > Node > Add content'. The form has a 'Title \*' field. Below it are tabs for 'Basic data', 'Type of document', 'Categories', and 'Document(s)'. Under 'Basic data', there are three checkboxes: 'Language english', 'Language french', and 'Language russian'. Below these are three text input fields for 'Title english', 'Title french', and 'Title russian'. At the bottom, there is an 'Image' section with a camera icon and a file selection button labeled 'Seleccionar archivo' and 'Ningún archivo seleccionado'. On the right side of the form, there is a box with the text 'Last saved: Not saved yet' and 'Author: Focalpoint1'. Below this box is a button labeled '► URL PATH SETTINGS'.

3. The fields for each publication are the following

- Basic data
  - Main title
  - Language (English, French and Russian)
  - Title in English, French and/or Russian
  - Image
  - Description in English, French and/or French
  - Publication date
  - Publisher
  - Insertion date
  - Author
  - Check box for this resource is approved
  - Approved by
  - Keywords
- Type of document -> It is a multiselect for choose the type of document (Policy, Legislation, Case Studies, ...) and the region (International or Subregional/National).

The screenshot shows the 'Add resource' form with the 'Type of document' tab selected. The form includes a 'Title' field and a 'LOGOUT' button. The 'Type of document' section is expanded, showing a list of document types and their corresponding regions. The regions are 'International' and 'Subregional/National'.

Document Type	Region
Policy	<input type="radio"/> N/A <input type="radio"/> International <input type="radio"/> Subregional/National
Legislation	<input type="radio"/> N/A <input type="radio"/> International <input type="radio"/> Subregional/National
Case Studies	<input type="radio"/> N/A <input type="radio"/> International <input type="radio"/> Subregional/National
Research and Methods	<input type="radio"/> N/A <input type="radio"/> International <input type="radio"/> Subregional/National
Indicators and Data	<input type="radio"/> N/A <input type="radio"/> International <input type="radio"/> Subregional/National
Capacity building	<input type="radio"/> N/A

- Categories-> They are checks boxes to choose the category of the resource (Strategies, Institutional mechanisms and Monitoring tools).

The screenshot shows the 'Add resource' form with the 'Categories' tab selected. The form includes a 'Title' field and a 'LOGOUT' button. The 'Categories' section is expanded, showing a list of categories and their corresponding checkboxes. The categories are 'Strategies', 'Institutional mechanisms', and 'Monitoring tools'.

Category	Sub-category
The Integration	Urban transport
	Demand management
	Cross-cutting issues
	Environmental and Health effects of transport
Strategies	<input type="checkbox"/> National strategies
	<input type="checkbox"/> Action plans
	<input type="checkbox"/> Capacity building
	<input type="checkbox"/> Implementation
Institutional mechanisms	<input type="checkbox"/> Assessment tools and procedures
	<input type="checkbox"/> Representative decision-making
	<input type="checkbox"/> Public awareness and participation
Monitoring tools	<input type="checkbox"/> Environmental impact assessment
	<input type="checkbox"/> Strategic environmental assessment
	<input type="checkbox"/> Health impact Assessment

- Document(s) to upload the file(s) and URL(S) in the three languages (English, French and Russian):

The screenshot shows a web interface for adding resources. At the top, there is a navigation bar with "Back to site", "Manage", and "Focalpoint1". Below this is a secondary bar with "LOGOUT" and "Add resource". The main content area has a "Title\*" field. Below the title field are four tabs: "Basic data", "Type of document", "Categories", and "Document(s)". The "Document(s)" tab is active. Under this tab, there are three sections for adding files in different languages: "FILE(S) ENGLISH", "FILE(S) FRENCH", and "FILE(S) RUSSIAN". Each section has a sub-section "Add a new file" with a button "Elegir archivos" and a status "Ningún archi...seleccionado". Below each button, there is text: "Unlimited number of files can be uploaded to this field. 8 MB limit. Allowed types: txt pdf doc docx xlsx."

4. When you are satisfied with your change, click "Submit" to save your change.