CooperaNet User Manual

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Introduction

CooperaNet is a response from the Organization of American States’ Executive Secretariat for Integral Development (OAS/SEDI) to Member States’ mandate to facilitate regional and multi-sectoral cooperation for development.

In 2018, Member States’ High-Level Cooperation Authorities highlighted a series of recommendations for action:

- Increase regional coordination on cooperation through the OAS, strengthening engagement with and among Cooperation Authorities.
- Support Member States in identifying and accessing existing and emerging funding and technical assistance opportunities.
- Build a database of practices on specific topics by and for Member States.
- Provide an ongoing forum for Member States’ Cooperation Authorities.
- Enable the undertaking of joint solutions to similar development problems.
- Realize the potential of the OAS as an impartial mediator, catalyst, and facilitator of partnerships with other stakeholders.
- Use available technologies and tools to further such engagement.

The CooperaNet online platform offers a consolidated space to optimize partnerships, build alliances and networks, leverage development assistance, and provide more demand-driven technical cooperation in the Americas, while also facilitating the regional attainment of the SDGs. The online functionalities available to Member States and other actors were designed to better position them to lead, engage, partner, and design innovative solutions to development challenges.

To access all of the platform’s functionalities, users must join the CooperaNet community as one of three types of potential users:

- **Member States**: Users associated with a public sector entity from an OAS Member State. These users may indicate needs in their specific sector and match to available cooperation offers and needs.
  
  - **Cooperation Focal Points**: Designated by Cooperation Authorities from OAS Member States (may not be self-selected). These are the only users who can make offers or share good practices on behalf of their country, and can also indicate needs and match to available cooperation offers and needs. Focal Points can edit the information contained in the Authority’s profile.

- **Partners**: users from OAS Observer countries, private sector, academia, civil society, and international organizations. They can post offers or share good practices as partners and match to published cooperation needs.

- **Experts**: users willing to provide technical assistance on development issues, which may be internal (OAS) or external experts.
How to access the Platform?

- **Visit CooperaNet:** [https://www.oas.org/cooperanet](https://www.oas.org/cooperanet)

- **Log-In:** If you have an account, click on **Log-In**, and enter your username and password.

- **Register:** If you do not have an account, click on **Register**, and complete the form.

Membership to the CooperaNet Community must be verified. Once you’ve registered and your information has been submitted, you will receive an email from donotreply@oas.org* containing a link to verify and activate your account. This step is required in order to become a registered user and to upload and access resources shared by other users.

*This is an automated message. Please do not reply directly to this e-mail.*
You may access or log-out of your profile by clicking here.

To complete your registration successfully, you must update your profile, filling out all of the required fields. We encourage users to follow the simple instructions to upload a photo, as this will strengthen the community and networking aspect of the platform.

At this point, you are a user of the site, but do not have a member role assigned. In order to be able to actively participate in the community, you must “Join”.

- **Join and select a member role**: click on “Join” in your user profile. Fill out the form based on the type of user that best adjusts to your profile (Member State, Partner, or Expert – refer to page 2 for more information) and submit your membership request. Permissions will be granted based on your information and after the site administrator reviews and accepts your request.
• **Forgotten Password**: If you forgot your password, click on “Reset Password here” Complete the form and submit. An email with a password reset link will be sent to you from donotreply@oas.org. Click on the link in that email and you will be taken to a page where you can then create a new password.

### Sections of the Platform

CooperaNet is comprised by 8 different sections, which provide a combination of static information sources, and interactive features.

#### Static Sections:
The following sections offer basic static information and links to additional sources

- **Home**: This is the platform’s entry point. It features a brief introduction and highlights the latest offers and needs shared through “Cooperation Exchange”. It also includes links to all Inter-American Specialized Cooperation Networks of the OAS/SEDI.

- **The Network**: Provides a description of the platform, including user resources such as: About Us, User Manuals and Support, Legal Information, and Contact Us.

- **Development Cooperation Fund**: Offers information on the OAS/DCF, a non-reimbursable funding mechanism that provides seed resources for national and multinational cooperation programs.

This section includes a brief description of the Fund, a list and access to essential documents on the DCF, and a list of past and current programs being funded.
• **Development Partners**: Features the different partnerships of the OAS/SEDI to promote the region’s integral development. Partners may be governmental institutions from OAS Member States and Permanent Observer countries, as well as the private sector, academia, civil society, and international organizations.

  **Exclusive to Partners**: Users registered as “Partners” may press on the button labeled “Request to be featured as Development Partner,” complete the simple form and submit for approval. This form is also accessible through partner profiles.

• **Cooperation Authorities**: Offers basic information and profiles of the region’s Cooperation Authorities, with details such as entity, name of the authority, title, and website. In addition, only Focal Points can contact each other through the platform, both as a group and directly.

  **Exclusive to Focal points**: Contact peers directly through country profiles.

  **Exclusive to Focal points**: Press to contact all focal points at once through a private group available in the Interactive Library.

  **When available, Cooperation Catalogues are accessible in the country’s profile.**

  **Partners feature a brief description of their partnership with the OAS, logo, and a link to their website.**

  **Partners may be filtered by “Area of Focus”**.
• **Exclusive to Focal Points:** This section is decentralized, and is populated by and fully accessible only to the designated Focal Points in each country, who may edit/update the information contained in the Authority’s profile.

To edit your country’s authority as a focal point, go to your profile. Go to “My Authorities” in the left menu to view a list of the Cooperation Authorities listed for your country. Click on “Edit” to update or “Delete” or “+ New Authority” as needed.

**Interactive Sections:** The following sections offer opportunities for interaction among development cooperation policy-makers, partners, experts, and practitioners.

• **Cooperation Exchange:** This practical exchange is the core of CooperaNet. It allows Member States’ Focal Points and development Partners to make cooperation offers and/or share good practices, which may be accessed by other Member States. In addition, all Member State users may indicate cooperation needs.

*All offers and needs are available and displayed in the original language published by participating countries.*

Only registered members can “read more” and access all offer/needs details.

Offers & needs may be filtered by:
- Type (offer, need)
- Areas of focus
- Country
- SDGs
OFFERS (Exclusive to Member States’ Focal Points and Partners): Press “Make an Offer” in the Cooperation Exchange Section to be directed to your profile (or you may go directly to your profile), to access and complete the form to add an offer.

1 Areas of Focus: OAS/SEDI priorities for the platform, based on Member States’ mandates and calls for development cooperation: Social Development, Productive Employment, Education and Human Development, Economic Development and Competitiveness, Small and Medium Enterprises (SMEs), Research and Development, Innovation and Technology, Sustainable Tourism Development, Sustainable Development and Environment, Culture, and Other (to be specified by Member States as needed).

2 Specific Sub regions: CARICOM: Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago.

South America: Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay, Venezuela.

Central America: Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua, Panama.

North America: Canada, Mexico, United States of America.
NEEDS (Exclusive to All Member States’ users): Including a need is very similar to adding an offer. Press “Indicate a Need” in the Cooperation Exchange Section to be directed to your profile (or you may go directly to your profile), to access and complete the form to add a need.

Once an authorized user completes the form, (Focal Points or Partners for Offers and All Member States’ users for Needs) they have the option to “Save draft” and complete it at a later time, or “Submit for Approval” by the administrator.

By submitting cooperation offers / good practices or needs, users agree that all contents will to be published in the CooperaNet platform and available to be viewed and accessed by the Network’s members.
The general public will see a list and brief overview of the offers available on the platform, but only registered members of the community are able to access offer details, download PDFs, and “Match” to the solution.

| MATCH: | Member States (all users, not only Focal Points) or Partners may “Match” to an offer or need, with the intention of realizing regional cooperation to find solutions to development challenges. |

By matching to an offer/good practice or need, an email is sent to all parties concerned, including the requesting Member State, the provider of the offer (Member State or partner), and the OAS/SEDI. Parties are then encouraged to follow-up directly.
• **Connect with an Expert**: A data base of internal (OAS) and external experts that allows users to seek technical assistance on specific areas of interest.

By connecting to an expert profile, an email is sent to all parties concerned, including the requesting user, the Expert, and the OAS/SEDI. Parties are then encouraged to follow-up directly.

Users interested in exploring technical assistance may click on “Connect” in a specific profile.

Expert profiles contain relevant information such as: years of experience in the region, latest and previous professional experience, academic background, and research and publications.

Users may access additional details by selecting “View Profile”.

Experts may be filtered and searched by country (Member State or Other); Type (Internal or External), and Area of Expertise (based on the Areas of Focus).
• **Interactive Library**: The library is only available to registered users. It features documents, publications, and other relevant resources shared by the community. Its interactive functionalities enable discussions through groups (open or private) to expand on the information uploaded in the library. In addition, community members may share events of interest through a collective calendar.

![Interactive Library](image.png)

**All Groups:**

Access the “Interactive Library” to view all of the groups that you have access to, based on your role.

Click here to “Create New Group”

There are two types of groups: **Public** (any user may join) or **Private**: (users are managed by the group’s Admin.)
To “Create a New Group” complete the form with the following details (*required):

Once the group is created and approved by the Administrator, participating users may:

- View the group’s recent activity
- Create discussion threads,
- Add documents
- Add events.
- Join/Unjoin Group

All of these resources may be shared privately with members of the group or in the “public resources” section.

**Group > Discussion:**

There are Discussion Threads within each group, where participants can create new discussions, comment, and “like”, if that feature is enabled for the group.
Group > Documents:

Members can add public or private documents to the group, if that feature is enabled for the group.

Group > Calendar:

Members can add public or private events to the group’s calendar, if that feature is enabled for the group.
Still Have Questions?
Please complete the Contact Us form in the platform: