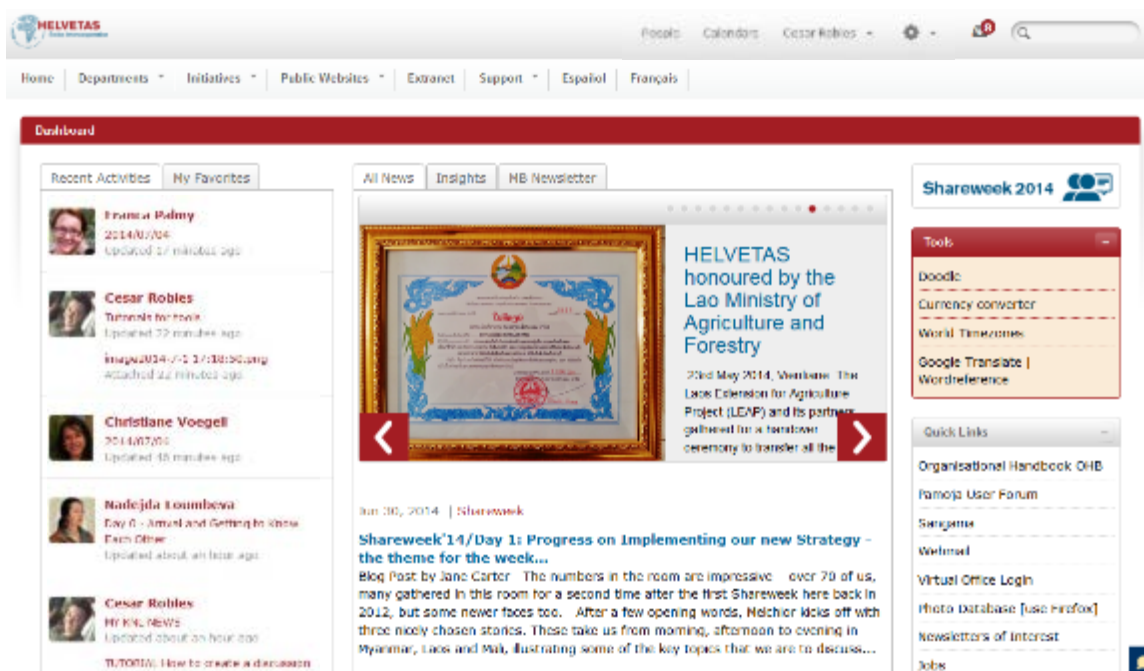


Pamoja Demo (offline introduction)



The screenshot shows the HELNETAS dashboard with the following sections:

- Recent Activities:**
 - Francis Palmy** (2014/05/04, updated 27 minutes ago)
 - Cesar Robles** (Tutorials for work, updated 72 minutes ago, image0034-7-1 17:00:00.png attached 22 minutes ago)
 - Christiane Voegeli** (2014/07/06, updated 45 minutes ago)
 - Natlejda Lumbowa** (Day 6 - Arrived and Getting to know Each Other, updated about an hour ago)
 - Cesar Robles** (MY KIL NEWS, updated about an hour ago, TUTORIAL: How to create a discussion)
- All News:**
 - HELNETAS honoured by the Lao Ministry of Agriculture and Forestry** (20th May 2014, Week 6: The Laos Extension for Agriculture Project (LEAP) and its partners gathered for a handover ceremony to transfer all the...)
 - Jun 20, 2014 | Shareweek**
 - Shareweek'14/Day 1: Progress on Implementing our new Strategy - the theme for the week...** (Blog Post by Jane Carter: The numbers in the room are impressive - over 70 of us, many gathered in this room for a second time after the first Shareweek here back in 2012, but some newer faces too. After a few opening words, Helchler kicks off with three nicely chosen stories. These take us from morning, afternoon to evening in Myanmar, Laos and Mal, illustrating some of the key topics that we are to discuss...)
- Shareweek 2014** (Tools):
 - Doodle
 - Currency converter
 - World Timezones
 - Google Translate | Wordreference
- Quick Links:**
 - Organisational Handbook OHD
 - Pamoja User Forum
 - Sengame
 - Wellmed
 - Virtual Office Login
 - Photo Database [Use Firefox]
 - Newsletters of Interest
 - Jobs

Cesar ROBLES
Knowledge and Learning
July 2017

WHAT'S PAMOJA?



**INTRANET &
EXTRANET**
of HELNETAS Swiss
Intercooperation.

WIKI-INTRANET:
co-created by all

**Online platform for
SHARING &
EXCHANGING**
amongst
all staff and external
partners

**PAMOJA means
TOGETHER**
in Swahili Language

AVAILABLE ONLINE
from anywhere:
<https://pamoja.helvetas.org>

Link available at
www.helvetas.org

Pamoja is a closed website,
non-indexed by search engines
(e.g. it can't be found through a
google search)

Content of this presentation



In this presentation:

- [Tour through Pamoja homepage](#)
- [Extranet](#)
- [Search Engine](#)
- [Personal Profile](#)
- [Discussion Forums](#)
- [Document Management](#)
- [Blogposts](#)
- [Following a page](#)
- [How to get support](#)
- [End/Find this file online](#)

PAMOJA Homepage



See the latest actions of users, including yours.

Note: you will only see those of the pages and spaces to which you have access (some spaces/pages are restricted)

See «News (also known as Blogposts)» of the organization

Anyone can publish blogposts. To do it, go to your Country or Team space, and click “Create” > “Blogpost”. A tutorial is available right in the homepage below the slider.

The screenshot shows the PAMOJA homepage dashboard. At the top, there is a navigation bar with links for Forums, People, Calendars, and a user profile for Cesar Robles. Below this is a red header with the word "Dashboard" and an "Edit Dashboard" link. The main content area is divided into several sections:

- Recent Activities / My Favorites:** A list of user actions, including signatures and comments from Leandra Amato, Jesper Elias Lauridsen, and Cesar Robles.
- News [Blogposts]:** A section with tabs for News, Insights, MB Newsletter, and Staff Changes. It features a slider with a featured article: "Fourth Ramsar Site in Myanmar designated in the Gulf of Mottama". The article includes a photo of a boat on a river and text about the CLCMGoMP project in Myanmar. Below the article are navigation links: "post news | subscribe".
- Right Sidebar:** Contains the PAMOJA logo, a "DISCUSSION FORUMS" section with the text "take part on our various thematic forums", and a list of tool categories: Corporate Tools, External Tools, Things of Interest, Online Events, and Personal Links, each with a plus sign for expansion.

PAMOJA Homepage



Forums ▾ People Calendars Cesar Robles ▾ ▾ Search

Home Departments ▾ Countries ▾ Initiatives ▾ Websites ▾ Extranet Support ▾ Español Français

Dashboard

Edit Dashboard

Recent Activities My Favorites

Leandra Amato
Signature.oft attached 23 minutes ago

Jesper Elias Lauridsen
07 COP News July commented 38 minutes ago

07 COP News July commented 38 minutes ago

Cesar Robles
Strategy Sheets - Working Areas - Working Fields - Factsheets updated about an hour ago

AS Publications and Documents updated about an hour ago

Gabi Weder
Agenda 2017-08-03 updated about 3 hours ago

Evelyne Rakotomavoarimanana
Planning congé et intérima Juillet et août 2017.xlsx attached about 4 hours ago

News [Blogposts] Insights MIS Newsletter Staff Changes



[post news](#) | [subscribe](#)

Jul 13, 2017 | HELNETAS Myanmar

Fourth Ramsar Site in Myanmar designated in the Gulf of Mottama

The Community Led Coastal Management in the Gulf of Mottama ("project (CLCMGoM)") in Myanmar experienced a milestone last month with the declaration of the 4th Ramsar Site in Myanmar. The Government officially declared the Gulf of Mottama a Ramsar site which includes two townships [Bilin and Kyaikhto] in Mon State, after receiving a certification letter from the Secretary General of the Convention on Wetlands, Martha Rojas-Urrego...

Jul 12, 2017 | HELNETAS Tajikistan

Do you know what it takes to build a team?

Temporary Buttons for specific events / activities

Corporate tools (organisational documents, photo database, access to webmail, etc.)

PAMOJA **Tutorials & Tools**

DISCUSSION FORUMS **take part on our various thematic forums**

Corporate Tools

External Tools

Things of Interest

Online Events

Personal Links

PAMOJA Homepage



To see Countries Working Spaces

The screenshot shows the PAMOJA homepage with a navigation menu at the top. The 'Countries' dropdown menu is open, displaying a list of countries and regional spaces. The menu is organized into three columns:

| Africa | Latin America | EE & SC Unit |
|------------------|---------------|---------------------------|
| BFN Benin | BOI Bolivia | ALB Albania |
| BFA Burkina Faso | GTM Guatemala | ARM Armenia |
| ETH Ethiopia | HRH Haiti | BH Bosnia and Herzegovina |
| MUG Madagascar | HRD Honduras | KOS Kosovo |
| MLI Mali | PER Peru | MKD Macedonia |
| MOZ Mozambique | | SRB Serbia |
| NER Niger | | |
| TZN Tanzania | | |

| Asia | Regional Spaces | Head Office & Fundraising Offices |
|-----------------|-------------------------------|-----------------------------------|
| AFG Afghanistan | East Africa | CHF Switzerland |
| BGD Bangladesh | West Africa & Madagascar | DFU Germany |
| BTN Bhutan | Latin America | USA United States |
| IND India | South America | |
| KGZ Kyrgyzstan | Central Asia & Eastern Europe | |
| LAO Laos | Himalaya | |
| MMR Myanmar | Hindu Kush & South Asia | |
| NPL Nepal | Mekong | |
| PAK Pakistan | | |
| LKA Sri Lanka | | |
| TJK Tajikistan | | |
| VNM Vietnam | | |

At the bottom of the dropdown menu, there is an 'Overview - Country Spaces' section with links for 'Overview' and 'Country Spaces'.

PAMOJA Homepage



To see Departments Working Spaces (in Switzerland)

The screenshot shows the PAMOJA homepage with a yellow box highlighting the 'Departments' menu. The menu is organized into three columns:

| Advisory Services | Communications & Fundraising | Directorate |
|-------------------|------------------------------|-------------------------|
| EOC | COM | MB Space (closed) |
| GOP | FRI | Reporting from MB |
| KNL | FRP | Capacity Development |
| REC | OFF | Gender & Social Equity |
| SDF | CFI | Advocacy |
| WIN | FR USA | Organisational Strategy |

| Fair Trade | Finance & Services | International Programmes |
|----------------------------|-----------------------------|-------------------------------|
| Joint space CDR - PM&MKT | Finance and Controlling | International Programmes Dept |
| CDR | Internal Services | Country Spaces |
| PM & MKT | IT Services | Acquisition Desk |
| One World Calendar | HR Management & Development | |

The main content area features a news article titled "Switzerland and Aga Khan Foundation to support earthquake-affected people in Chong Alai district of Osh oblast of Kyrgyzstan". The article text includes: "Swiss Agency for Development and Cooperation, the Aga Khan Foundation and Helvetas Swiss Intercooperation in the Kyrgyz Republic forces to support the most vulnerable households in Chong Alai district of the earthquakes of May 2017. The three organizations will allocate in total up to USD 340'000 to provide shelter assistance to highly vulnerable earthquake-affected households in Chong Alai district of Osh oblast."

On the right side of the page, there is a sidebar with the following sections:

- PAMOJA Tutorials & Tools**
- DISCUSSION FORUMS** - take part on our various thematic forums
- Corporate Tools**
- External Tools**
- Things of Interest**
- Online Events**
- Personal Links**

At the bottom of the page, there are user profiles and recent news items:

- Cesar Robles** - Strategy Sheets - Working Areas - Working Areas - Publications and Documents updated about an hour ago
- Gabi Weder** - Agenda 2017-08-03 updated about 3 hours ago
- Evclync Rakotomavoarimanana** - Planning congé et intérim Juillet et août 2017.xlsx attached about 1 hours ago
- Fourth Ramsar Site In Myanmar designated in the Gulf of Mottama** - The Community-Led Coastal Management in the Gulf of Mottama Project (CLCMGoMP) in Myanmar experienced a milestone last month with the declaration of the 4th Ramsar Site in Myanmar. The Government officially declared the Gulf of Mottama a Ramsar site which includes two townships (Bilin and Kyaikhto) in Mon State, after receiving a certification letter from the Secretary General of the Convention on Wetlands, Marika Rojas-Urrego...
- Jul 12, 2017 | HELVETAS Tajikistan** - Do you know what it takes to build a team?

PAMOJA Homepage



See «Initiatives»

A screenshot of the PAMOJA homepage. The top navigation bar includes "Home", "Departments", "Initiatives", "Public Websites", "Extranet", "Support", "Español", and "Français". The "Initiatives" dropdown menu is open, showing a grid of items: "Monitoring and Evaluation", "Helvetas Germany", "Shareweek", "IP/AS Joint Space", "Working Groups", "Alliance 2015", "Collaboration Spaces", and "Quick Admin Resources list". Below the dropdown, the main content area shows a "Recent Activities" section with entries for Franca Pa, Cesar Tol, and Christian Voegeli. A date "Jun 20, 2014" is visible at the bottom of the page.

Home | Departments | **Initiatives** | Public Websites | Extranet | Support | Español | Français

Monitoring and Evaluation | Helvetas Germany | Shareweek

IP/AS Joint Space | Working Groups | Alliance 2015

Collaboration Spaces | Quick Admin Resources list

- Pinboard
- PEKO
- Participation Discussion
- Life Balance Blog
- Mltagsclub

Recent Activities

Franca Pa
2014/07/04
Updated 17 minutes ago

Cesar Tol
Tutorial for
Updated 22 minutes ago

Christian Voegeli
2014/07/04
Updated 46 minutes ago

Nadejda Ioumbeva
Day 0 - Arrival and Getting to Know Each Other

Jun 20, 2014

The Spaces under «Initiatives» are interdepartmental, and might be of relevance for all staff globally.

PAMOJA Homepage



Link to «Public Websites»

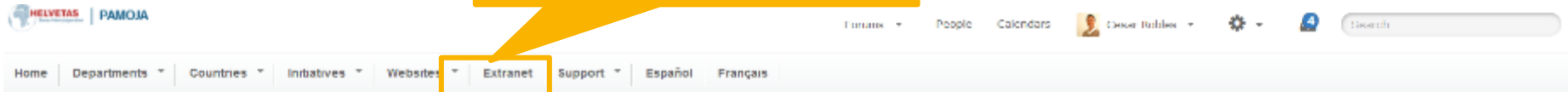
A screenshot of the PAMOJA homepage dashboard. At the top left is the HELNETAS logo. A navigation bar contains links for Home, Departments, Initiatives, Public Websites, Extranet, Support, Español, and Français. The "Public Websites" dropdown menu is open, showing three options: Helvetas Switzerland, Helvetas International, and Country Websites. Below the navigation bar is a "Dashboard" section with a "Recent Activities" tab. It lists four activities, each with a profile picture, name, date, and update time. The first activity is by Franca Palmy on 2014/07/04. The second is by Cesar Robles, with a tutorial for tools and an attached image. The third is by Christiane Voegeli on 2014/07/04. The fourth is by Nadejda Loumbeva, titled "Day 0 - Arrival and Getting to Know Each Other". To the right of the dashboard is a main content area with a date "Jun 27, 2014" and a heading "Training material on Sustainable Agriculture a". Below this is a paragraph about the Sustainable Land Management Project (SLMP) in Afri and a "Read n" link. A small photo shows a group of people in a meeting. At the bottom of the content area is the date "Jun 20, 2014".

These are direct links to the public sites of the organization, including the country sites.

PAMOJA – Extranet Homepage



Access the extranet through this button



Welcome to the EXTRANET Dashboard of HELNETAS Swiss Intercooperation. The following is a list of current virtual spaces for Partnership Collaboration [open to our partners]. Please note, some spaces have restricted access for some users, therefore the link might not be active to everyone.

Current extranet spaces:



- Urban Engagement
- VCB ValueChain Capacity Building Network Home
- Public Fundraising Platform Administration
- Conflict Sensitivity Home
- Lao Upland Rural Advisory Services (LURAS) BA CLEAR
- National Water Resources Management in Tajikistan Home
- HELNETAS Guatemala | Espacio de Fortalecimiento de Capacidades y Partneriado
- FAIR TRADE | Product Development Handicrafts - Team Workspace
- Multi Country Water Integrity Programme MCWIP: Guatemala, Mozambique and Nepal
- Swiss Water Partnership Home
- GPE - Global Partnership in Education -Mandate to SDC
- Espacio de Colaboración: Gestión de proyectos sensible al conflicto en América Latina
- BRACED | Pakistan
- Kyrgyzstan | BAT AI AT Programme Home
- Andes Adaptation to the Impact of Climate Change in Water Resource Project

What is an Extranet Space?

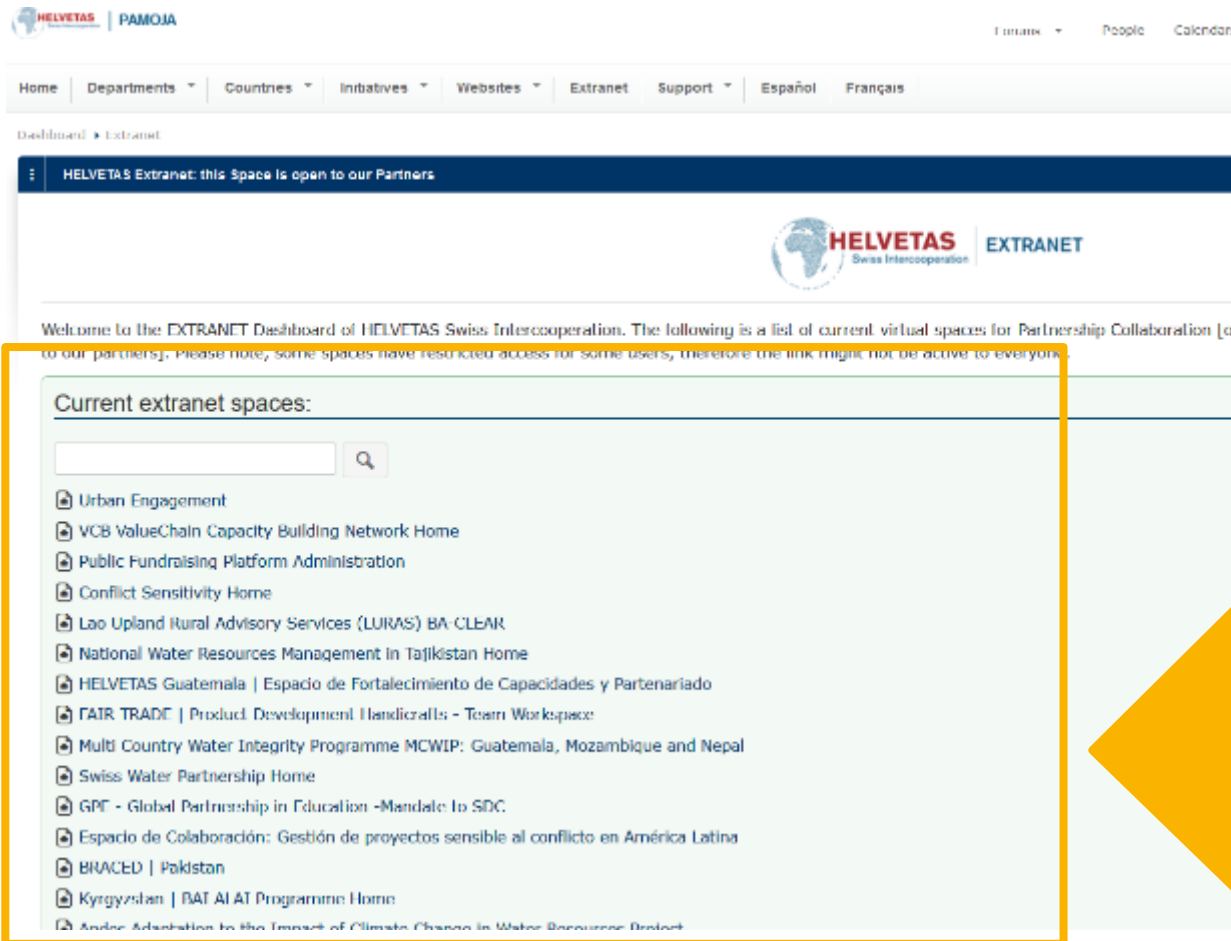
It's a section within Pamoja where **Staff and Partners** are able to have their own spaces for collaboration. Any staff can request an extranet space, and the space can be open to their partners and to staff (if desired). The space can have all the functionalities as in any other Pamoja space or page, e.g.

- file sharing
- discussion forums
- common calendars
- create pages/sections according to the needs of their project
- profiles of members

How to create an Extranet Space?

If you need to create a space to collaborate with partners, please send an email to pamoja@helvetas.org and cc [@Cesar Robles](mailto:Cesar.Robles@helvetas.org), with the following details:
> [Click here to see details](#)

PAMOJA – Extranet Homepage

A screenshot of the HELNETAS Extranet homepage. The page has a dark blue header with the HELNETAS logo and "PAMOJA" text. Below the header is a navigation menu with links for Home, Departments, Countries, Initiatives, Websites, Extranet, Support, Español, and Français. The main content area is titled "HELNETAS Extranet: this Space is open to our Partners" and features a sub-header "EXTRANET". A welcome message states: "Welcome to the EXTRANET Dashboard of HELNETAS Swiss Intercooperation. The following is a list of current virtual spaces for Partnership Collaboration [open to our partners]. Please note, some spaces have restricted access for some users, therefore the link might not be active to everyone." Below this is a section titled "Current extranet spaces:" with a search bar and a list of project spaces, each with a small icon and a title. The list includes: Urban Engagement, VCB ValueChain Capacity Building Network Home, Public Fundraising Platform Administration, Conflict Sensitivity Home, Lao Upland Rural Advisory Services (LURAS) BA CLEAR, National Water Resources Management in Tajikistan Home, HELNETAS Guatemala | Espacio de Fortalecimiento de Capacidades y Partneriado, FAIR TRADE | Product Development Handicrafts - Team Workspace, Multi Country Water Integrity Programme MCWIP: Guatemala, Mozambique and Nepal, Swiss Water Partnership Home, GPE - Global Partnership in Education -Mandate to SDC, Espacio de Colaboración: Gestión de proyectos sensible al conflicto en América Latina, BRACED | Pakistan, Kyrgyzstan | BAT AI AT Programme Home, and Andes Adaptation to the Impact of Climate Change in Water Resources Project.

The extranet gives you the opportunity to create online spaces for your projects, where you can collaborate with partners and staff involved in your project, making use of many tools: common calendars, document management, forums, members and contact lists, etc.

Each space is only visible to the staff and partners that you decide, and as space manager you can have absolute power over its services and access.

This is a list of some project spaces, which are used by some staff and their project partners, consultants or external stakeholders.

To create one, contact us at pamoja@helvetas.org

PAMOJA – Extranet example



This is the homepage of an Extranet Space for the Eastern Europe Unit, for an specific project

The screenshot shows the homepage of the PAMOJA Extranet Space. At the top left is the HELVETAS logo. A navigation menu includes 'Home', 'Departments', 'Initiatives', 'Public Websites', 'Extranet', 'Support', 'Español', and 'Français'. A search bar with a notification icon (4) is on the top right. Below the navigation is a dark blue header with 'Pamoja Home' and 'Youth Employment Projects in Eastern Europe'. On the right of this header are links for 'Create', 'Tools', 'Watch', 'Share', and 'Edit'. The main content area features the title 'YOUTH EMPLOYMENT PROJECTS IN EASTERN EUROPE' in red and blue, followed by 'VIRTUAL WORKING SPACE' in blue. A welcome message reads: 'Welcome to the working space of the stakeholders of the Youth Employment Projects in Eastern Europe. This space is designed for stakeholders of the Youth Employment Projects in Eastern Europe, to collaborate, exchange, discuss and share.' Below this is a 'SECTIONS' box with a list of links: 'Library - Documents', 'Discussion Forum', 'Members', 'Calendar', 'Workshops & Trainings', and 'Contact - Support'. To the right of the sections is a search bar with a 'Search' button. At the bottom right, there is a profile card for 'Space Manager Rob van Hout' with a user icon and an email icon.

PAMOJA – Extranet example



The space has a specific web address, which is shared with the external partners. Each partner receives a Pamoja-user account, which has restricted access to this specific space.

<https://pamoja.helvetas.org/display/yepee>

A screenshot of the Pamoja Extranet interface. The top navigation bar includes links for Home, Departments, Initiatives, Public Websites, Extranet, Support, Español, and Français. Below this, the page title is 'Pamoja Home' and the specific space is 'Youth Employment Projects in Eastern Europe'. The main heading reads 'YOUTH EMPLOYMENT PROJECTS IN EASTERN EUROPE VIRTUAL WORKING SPACE'. A welcome message states: 'Welcome to the working space of the stakeholders of the Youth Employment Projects in Eastern Europe. This space is designed for stakeholders of the Youth Employment Projects in Eastern Europe, to collaborate, exchange, discuss and share.' A 'SECTIONS' menu is highlighted with a yellow box, listing: Library - Documents, Discussion Forum, Members, Calendar, Workshops & Trainings, and Contact - Support. On the right, there is a search bar and a profile for the Space Manager, Rob van Hout, with an email icon.

The Space Manager and team decides the type of sections and functions needed. The whole space can be always adapted and changed.

PAMOJA – How to search and find



The «Search Engine» is always visible on the top-right corner of Pamoja

Search

Recent Activities | My Favorites



Leandra Amato

Signature.oft attached 23 minutes ago



Jesper Elias Lauridsen

07 COP News July commented 38 minutes ago

07 COP News July commented 38 minutes ago



Cesar Robles

Strategy Sheets - Working Areas - Working Fields - Factsheets updated about an hour ago

AS Publications and Documents updated about an hour ago



Gabi Weder

Agenda 2017-08-03 updated about 3 hours ago



Evelyne Rakotomavoarimanana

Planning congé et intérima Juillet et août 2017.xlsx attached about 4 hours ago

News [Blogposts] | Insights | MB Newsletter | Staff Changes



Fourth Ramsar Site in Myanmar designated in the Gulf of Mottama

The Community-Led Coastal Management in the Gulf of Mottama Project (CLCMGoMP) in Myanmar experienced a milestone last month with the declaration of the 4th Ramsar Site in Myanmar. The Government officially declared the Gulf of Mottama a Ramsar site which includes two townships (Bilin and Kyaukhto) in Mon State, after receiving a certification letter from the Secretary General of the Convention on Wetlands, Martha Rojas-Urrego....

> post news | subscribe

Jul 13, 2017 | HELNETAS Myanmar

Fourth Ramsar Site in Myanmar designated in the Gulf of Mottama

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Jul 12, 2017 | HELNETAS Tajikistan

Do you know what it takes to build a team?

PAMOJA
Tutorials & Tools

DISCUSSION FORUMS
take part on our various thematic forums

Corporate Tools

External Tools

Things of Interest

Online Events

Personal Links

PAMOJA – How to search and find



Type a word and **don't press enter**, automatically the most popular results will appear below, e.g. we typed «agriculture» and it shows the pages, documents, spaces matching the word agriculture.

If you hit enter, all the results will appear (next screen)

The screenshot displays the PAMOJA search interface. At the top, a search bar contains the word "agriculture". Below the search bar, a list of results is shown, including "ETM2 Agriculture", "Agriculture & Land", "Agriculture practices", "Access Agriculture Website", "New Opportunities for Agriculture (NOA)", "Sustainable Agriculture and Livestock Managem...", "gender_agriculture_sourcebook.mxlsa.pdf", "TopicSheet_ClimateChange_Agriculture_EN.pdf", and "Training on Sustainable Agriculture and Livestoc...".

On the left side, there is a sidebar with "Recent Activities" and "My Favorites". Under "Recent Activities", there are four entries:

- Gabi Weder**: CDR - Kurzfristige Infos updated 5 minutes ago
- Peter Schmidt**: Fourth Ramsar Site in Myanmar designated in the Gulf of Mottama commented about 2 hours ago
- Leandra Amato**: Signature.oft attached about 3 hours ago
- Jesper Elias Lauridsen**: 07 GOP News July commented about 3 hours ago

In the center, there is a large image showing people working in a field, with a blue callout box labeled "Documents" pointing to it. Below the image, there is a blue callout box labeled "Spaces" pointing to a navigation arrow. To the right of the image, there is a blue callout box labeled "Pamoja Pages" pointing to a list of results.

At the bottom, there is a section for "Jul 13, 2017 | HELNETAS Myanmar" and a link to "Fourth Ramsar Site in Myanmar designated in the Gulf of Mottama".

PAMOJA – How to search and find



Forums ▾

People

Calendars



Cesar Robles ▾



Search

Home

Departments ▾

Countries ▾

Initiatives ▾

Websites ▾

Extranet

Support ▾

Español

Français

Search

Search

agriculture

Page 1 of 541. Showing 5'407 results (0.063 seconds)

There are 5'407 items which include the word «Agriculture» in Pamoja (pages, documents, spaces, etc.)

CONTRIBUTOR

IN SPACE

Search archived spaces

LAST MODIFIED

Any date

Last 24 hours

Last week

Last month

Last year

Custom

OF TYPE

FAO_2015_designing nutrition-sensitive agriculture
Designing nutrition-sensitive **agriculture** investments Checklist and guidance for
nutrition-sensitive **agriculture** investments Checklist and guidance for
Agriculture Organization of the United Nations Rome, 2015 The designations employed and the presentation
Advisory Services / ... / Thematic Evaluation on Food and Nutrition Security • Nov 17, 2016

Harnessing-agriculture- for development.pdf
Harnessing **Agriculture** for Development Arabella Fraser OXFAM RESEARCH REPORT Contents Introduction ...
..... 4 Part 1: Why
Agriculture?..... 8 Part 2: Threats
Advisory Services / ... / REC-SAG Documents • Apr 03, 2012

Agricultural-led growth in WestAfrica.pdf
Policy Research Institute (IFPRI) and the Africa-based centers of the Consultative Group on International
Agricultural Research (CGIAR), to facilitate the implementation of the AU/NEPAD Comprehensive Africa
Agriculture Development Program (CAADP) and other regional **agricultural** development initiatives in Africa
Advisory Services / ... / REC-SAG Documents • Apr 03, 2012

Agriculture Production Economics in Laos.pdf
A DATA ANALYSIS OF THE CHAMPASSAK PROVINCE & A DATA PROCESSING CONCEPT FOR **AGRICULTURE**
EXTENSION DIPLOMA THESIS Stefan Schürmann Bern, May 4th 2005 Presented to Dr. Dominique Guenat
AGRICULTURE PRODUCTION ECONOMICS IN LAOS The importance of agricultural production in Laos is...

PAMOJA – How to find people



1. Go to menu “People”

People Directory

People Directory

guatemala

2. Type key word (name, location, job). The results will show every person that has that word in their profile. E.g. if you look for “Guatemala” it will show everyone who has “Guatemala” as location, or has “Guatemala” written in their description (“about me”) section

ADD NEW FILTER
Internal Extension ▾

3. Use the filters if to refine your search, e.g. add filter “country” and type “Guatemala” and you will get the results only of the people who have “Guatemala” as location.



Ada Rubí Pinzon Gonzáles
Ada.Pinzon@helvetas.org

Company



Alejandro Sosa
Alejandro.Sosa@helvetas.org

Company



Annick Vollmar
Annick.Vollmar@helvetas.org

Personal

Company



Arturo Rojop
Arturo.Rojop@helvetas.org

Company

PAMOJA – Your profile



To see your profile:
Click on your name
and then «profile»

 Cesar Robles



- Personal Space
- Recently Viewed
- Profile
- Tasks
- Saved for later
- Watches
- Drafts
- Network
- Settings
- Atlassian Marketplace
- Log Out

User Profile





Profile Network

Follow

ADMINISTRATION

Administer User

Activity Recently Updated

-  IP-News June 2015
updated Jul 01, 2015 • view change
-  Marlas project
updated Oct 02, 2014 • view change
-  Penguins.jpg
attached Oct 02, 2014
-  Pamoja Training.docx
attached Oct 02, 2014
-  Pamoja Training introduction round
commented Oct 02, 2014
-  FEEDBACK FORUM - Draft Policy on Working with the Private Sector
commented Jul 23, 2014
-  PC-CD Forum: Last Discussion Topic: Linking the CP with the rest of the organisation, with external stakeholders and stimulating innovation
commented Jun 18, 2014
-  PAMOJA Trainings
commented May 08, 2014
-  Franz Documents
created May 07 2014

Personal

| | |
|-----------------------------------|------------------|
| Internal Extension | 549 |
| Official three-letter person code | FGA |
| Phone | +41 44 368 65 49 |
| Skype ID | franz.gaehwiler |

Company

About Me
Football fan; FCSG as favourite team
> 5 years private sector experience in Switzerland
1983-1987 Helvetas Field Engineer with Trail Bridge Programme Nepal
1990-1992 Technical Advisor with Helvetas NGO Programme in Sri Lanka

PAMOJA – Your profile



See a list of your recent activities in Pamoja

Edit your profile: fill out the «about me» and «thematic interests»

Add a profile photo

Personal

Internal Extension 549
Official three-letter person code FGA
Phone +41 44 368 65 49
Skype ID franz.gaehwiler

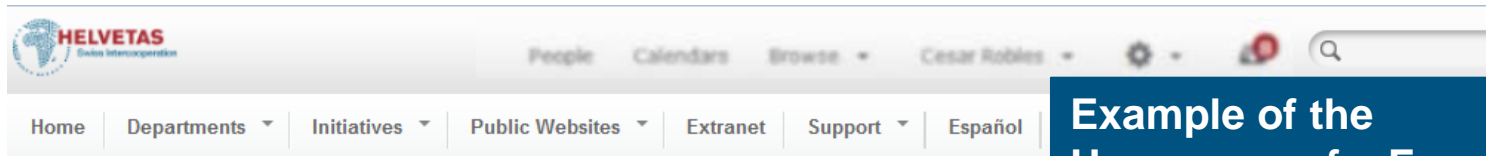
Company

About Me
Football fan; FCSG as favourite team
> 5 years private sector experience in Switzerland
1983-1987 Helvetas Field Engineer with Trail Bridge Programme Nepal
1990-1992 Technical Advisor with Helvetas NGO Programme in Sri Lanka
1992-1996 Project Manager (and Dy.

PAMOJA – Discussion Forum Example



A Pamoja Forum allows you to create and manage multiple topics for discussion and exchange.



Example of the Homepage of a Forum

Marketing Capacity Development Discussion Forum

Add a new topic
Forum

Topics 7 Replies 38

| | Topic | Author | Replies | Last Reply |
|--|--|------------------------|---------|---------------------------------|
| | 0. Introduction round | Maja Rüegg 29 Mai | 16 | Kim Yen Ngo 14 Jun |
| | 1. Questions of clarification on the two papers | Maja Rüegg 10 Jun | 15 | Martin Dietz 17 Jul |
| | Question 2: What approach to marketing do your projects / partners take? | Martin Dietz 20 Jun | 6 | Shaknoza Kurbanalieva 22 Aug |
| | Question 3 / 4: Which support measures are most effective to enhance active marketing in value chains? | Martin Dietz 17 Jul | 1 | Shaknoza Kurbanalieva 22 Aug |

PAMOJA – Discussion Forum Example












Add a new topic
Forum

Add your own topic

Click on a topic to see the content and participate

See who is the author, and who has commented

Topics 7 Replies 38

| Topic | Author | Replies | Last Reply |
|---|--|---------|--|
|  0. Introduction round |  Maja Rüegg 29 Mai | 16 |  Kim Yen Ngo 14 Jun |
| 1. Questions of clarification on the two papers |  Maja Rüegg 10 Jun | 15 |  Martin Dietz 17 Jul |
| Question 2: What approach to marketing do your projects / partners take? |  Martin Dietz 20 Jun | 6 |  Chokmaza Kurbanaliev |
| Question 3 / 4: Which support measures are most effective to enhance active marketing in value chains? |  Martin Dietz 17 Jul | |  Chokmaza Kurbanaliev |

A Forum homepage displays one or several topics for discussion or exchange

PAMOJA – Discussion Forum Example



This is an example of the inside of a topic in a Forum. A topic can collect feedback on a thematic issue, a document, exchange of experiences, ideas, etc.

The screenshot shows the PAMOJA Discussion Forum interface. On the left is a navigation menu with categories like "AS trainings", "AS Documents", "Members", "News, Blog", "AS Meetings", and "Teams". Under "Teams", there are sub-categories such as "ECC | Environment and Climate Change", "GOP | Governance and Peace", "KNL | Knowledge and Learning", "REC | Rural Economy", and "Marketing Capacity Development Discussion Forum". The main content area shows a topic titled "0 Introduction round" with a description: "Please briefly introduce yourself to the others, explaining where you work and how you relate to the topic of marketing." Below the topic are sections for "Labels (0)", "Comments (16)", and a list of comments. The first comment is by Martin Dietz, the second by Zenebe Uruguchi, and the third by Maja Ruegg. A blue callout box points to the "Add Comment" button in the top right corner of the comments section.

To participate, click «Add Comment»

PAMOJA – Discussion Forum via email



Users can also subscribe (or be subscribed by the facilitator) to a forum, to participate via email.

Participants will receive an email notification when a new «topic» is created, and when a «comment» is added to a topic.

The settings of subscriptions are defined through a button in the Forum Homepage

Unsubscribe from this discussion forum

Define subscribers

> Want to get this discussion forum in your email? Read more here...

> Want to start a new Topic? Read more here....

NOT ALL FORUMS HAVE THIS FUNCTION.
If you are interested in adding this this functionality to your forum, please contact pamoja@helvetas.org

PAMOJA – Organizational documents (OHB)



The OHB / Organizational Handbook: find organisational documents

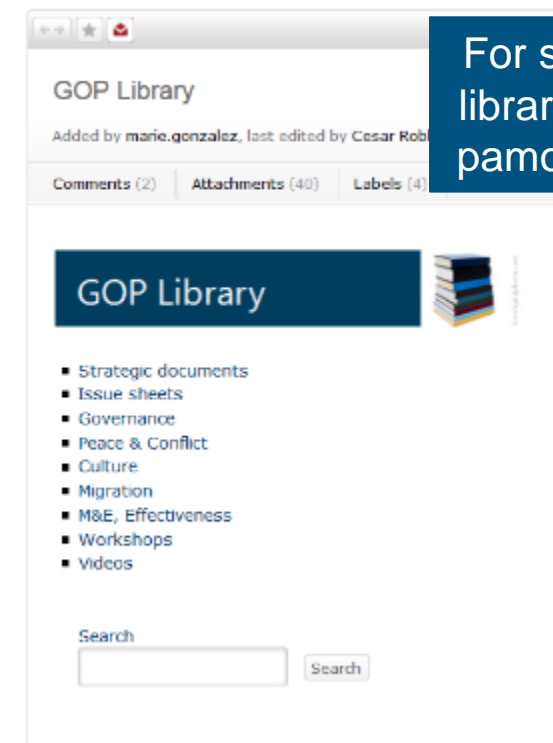
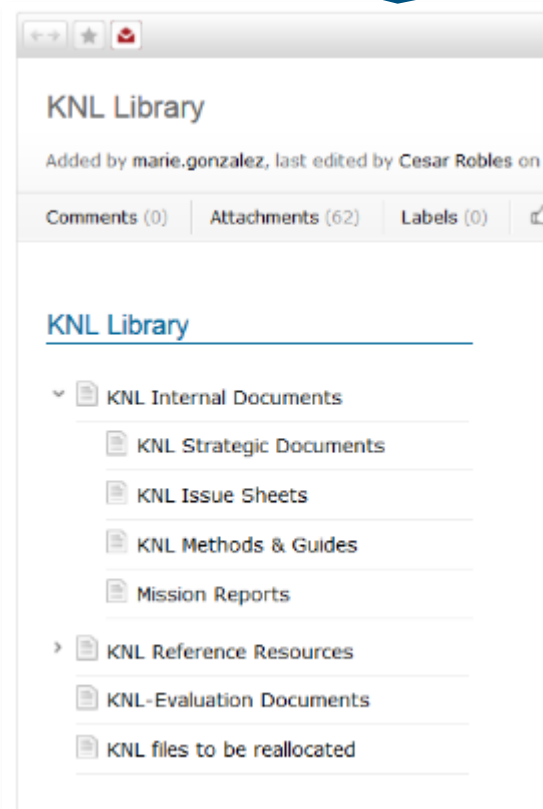
The screenshot shows the PAMOJA dashboard interface. At the top, there is a navigation bar with the HELNETAS and PAMOJA logos, and a search bar. Below this is a secondary navigation bar with links for Home, Departments, Countries, Initiatives, Websites, Extranet, Support, Español, and Français. The main content area is titled 'Dashboard' and features a 'Recent Activities' section on the left with user profiles and activity updates. The central part of the dashboard displays a news article titled 'Analyse du marché romand du Fundraising' with a brief summary in French. On the right side, there is a 'Corporate Tools' menu with several options: Change Password, Organizational Handbook OHB (highlighted with a yellow box), Photo Database, Sangama Finance, Virtual Office, and Webmail Office365. Below this menu, there is an 'External Tools' section. A blue callout box with white text 'Access the OHB here' points to the 'Organizational Handbook OHB' link in the Corporate Tools menu.

PAMOJA – Document Management



Examples of in-built documents or libraries

Each team, department or country can create pages or sections where they can upload and organize working and reference documents, according to their needs



For support to build a library, please contact pamoja@helvetas.org

PAMOJA – Blog Posts (News)



Blogpost can be created by any Pamoja user, and they are listed in the homepage as «News»

Blogposts are a good tool to:

- invite colleagues to participate in a forum,
- launch a discussion,
- invite users to provide feedback on a document,
- open a voting page or poll,
- call attention for a specific page for dissemination purposes,
- etc.

The screenshot shows the PAMOJA website interface. At the top, there is a navigation menu with 'Home', 'Departments', 'Countries', 'Initiatives', and 'Websites'. Below this is a 'Dashboard' header with an 'Edit Dashboard' link. The main content area features a 'News [Blogposts]' tab, along with 'Insights', 'MB Newsletter', and 'Staff Changes'. A featured news article is highlighted with a blue border, titled 'Fourth Ramsar Site in Myanmar designated in the Gulf of Mottama'. The article includes a photo of a thatched-roof hut and a boat on a beach. Below the photo are navigation arrows and a 'post news | subscribe' link. The article text states: 'The Community-Led Coastal Management in the Gulf of Mottama Project (CLCMGoMP) in Myanmar experienced a milestone last month with the declaration of the 4th Ramsar Site in Myanmar. The Government officially declared the Gulf of Mottama a Ramsar site which includes two townships [Bilin and Kyaikhto] in Mon State, after receiving a certification letter from the Secretary General of the Convention on Wetlands, Martha Rojas-Urrego...'. The article is dated 'Jul 13, 2017 | HELVETAS Myanmar'. To the right of the main content is a sidebar with a 'PAMOJA Tutorials & Tools' logo, a 'DISCUSSION FORUMS' section with the text 'take part on our various thematic forums', and several expandable menu items: 'Corporate Tools', 'External Tools', 'Things of Interest', 'Online Events', and 'Personal Links'. At the bottom of the page, another news post is partially visible, dated 'Jul 12, 2017 | HELVETAS Tajikistan' with the title 'Do you know what it takes to build a team?'.



Planning congé et intérima Juliet et août 2017.xlsx attached about 4 hours ago

PAMOJA – Follow a page



Every users has the possibility to follow any page in Pamoja

Every page has an «envelope» and a «star» above the page title

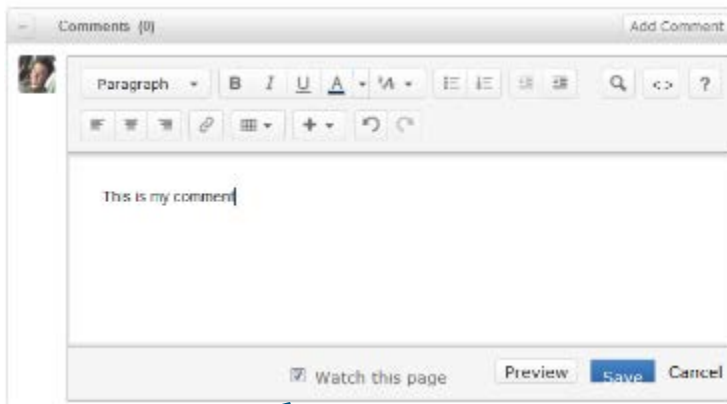
A screenshot of the PAMOJA web interface. The top navigation bar includes "Home", "Departments", and "Pamoja Home". The main content area is titled "Monitoring and Evaluation" and features a "Space Admin" button. On the left, a "Navigation" sidebar lists various document categories. The main workspace area shows a page titled "MONITORING AND EVALUATION" with a "Watch" button and a "Share" button. A blue box highlights the "Watch" button, which contains a star icon and an envelope icon. A blue arrow points from this box to a larger blue box that highlights the star and envelope icons on the page title itself. Below the title, there is a "Comments (0)" section and a "Welcome to the MONITORING AND EVALUATION workspace" message.

PAMOJA – Follow a page



Click on the envelope to «watch» the page, and receive an email notification when the page is edited, or when a comment is added.

PLEASE NOTE:

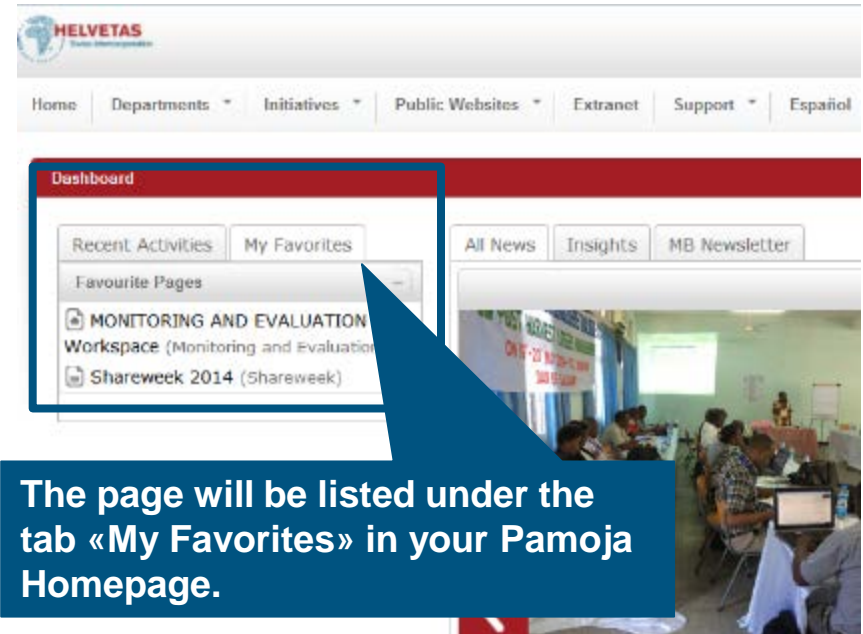


The screenshot shows a 'Comments' dialog box with a text area containing 'This is my comment'. At the bottom, there is a checkbox labeled 'Watch this page' which is checked, and buttons for 'Preview', 'Save', and 'Cancel'.

The envelope is activated by default when you add a comment to a page, but you can de-activate it before saving the comment.



Click on the star to mark a page as «favorite»



The screenshot shows the HELVETAS dashboard with a 'My Favorites' tab selected. Under 'Favourite Pages', two items are listed: 'MONITORING AND EVALUATION Workspace (Monitoring and Evaluation)' and 'Shareweek 2014 (Shareweek)'. A blue callout box points to these items.

The page will be listed under the tab «My Favorites» in your Pamoja Homepage.

PAMOJA Support



Find support on pamoja issues, and other services within the organization

The screenshot shows the PAMOJA website dashboard. At the top, there is a navigation bar with links for 'Forums', 'People', 'Calendars', and a user profile for 'Cesar Robles'. Below this is a secondary navigation bar with 'Home', 'Departments', 'Countries', 'Initiatives', 'Web', 'Support', 'Español', and 'Français'. The 'Support' dropdown menu is highlighted with a yellow box and contains the following items: Service Desks, Pamoja Help, OHB Help, Photo Database Help, Sangama - Abacus, Websites - CMS, Funtrade (Switzerland), IT Support (Switzerland), IT Support (International), and Sandbox. The main content area is divided into several sections: 'Recent Activities' with user profiles for Gabi Weder, Peter Schmidt, and Leandra Amato; 'News [Blogposts]' featuring a post about the 'Fourth Ramsar Site in Myanmar designated in the Gulf of Mottama' dated Jul 13, 2017; and 'Staff Changes' with a post about the 'EMERGENCY RESPONSE OF POSITION 06/17'. On the right side, there are sections for 'PAMOJA Tutorials & Tools', 'DISCUSSION FORUMS', 'Corporate Tools' (including Change Password, Organisational Handbook OHB, Photo Database, Sangama Finance, and Virtual Office), and 'External Tools'.

PAMOJA Support



Trainings, Tutorials, quick intros, support and more



Forums ▾ People

Home Departments ▾ Countries ▾ Initiatives ▾ Websites ▾ Extranet Support ▾ Español Français

Dashboard ▸ Help

Help

HELP home

Navigation

- ▶ PAMOJA Quick intro (self learning)
- ▶ PAMOJA Trainings
 - ▶ PAMOJA User Support Forum
- ▶ PAMOJA Tutorials
 - ▶ PAMOJA technical requirements
- ▶ PAMOJA Content Guidelines
 - ▶ Support - Services Desk
- ▶ ESPAÑOL
- ▶ FRANÇAIS

Welcome to the Pamoja Help Space

There are several ways to get acquainted to Pamoja, and to get support:

- ▶ Pamoja intro. Learn the basics of Pamoja, its services and tools.
- ▶ Pamoja tutorials. Learn how to use tools, functions and plugins more efficiently.
- ▶ Pamoja training. Learn how to sign up for a training or request one.
- ▶ To get support: Post your questions In the Pamoja Help User Forum

Or contact the Pamoja focal person of your country for support:
▶ See list

Spanish and French help pages

THANK YOU

SUPPORT
pamoja@helvetas.org



This file, handouts and guidelines for facilitators providing a Pamoja intro training are available online at:
<https://pamoja.helvetas.org/display/help/PAMOJA+Quick+intro+-self+learning>