



User Guide to the pledge database for the 32nd International Conference

The main feature of the new database for the 32nd International Conference is that the pledging process moves 'online'. All pledges – specific and open – will be submitted and registered directly by participants via the database at <http://rcrcconference.org/international-conference/pledges/>.

This user guide leads you through the process, from user accounts to registering a new pledge or signing an open one, and to viewing and searching the database. For any questions not answered in this user guide, please contact us at pledge@rcrcconference.org.

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User account

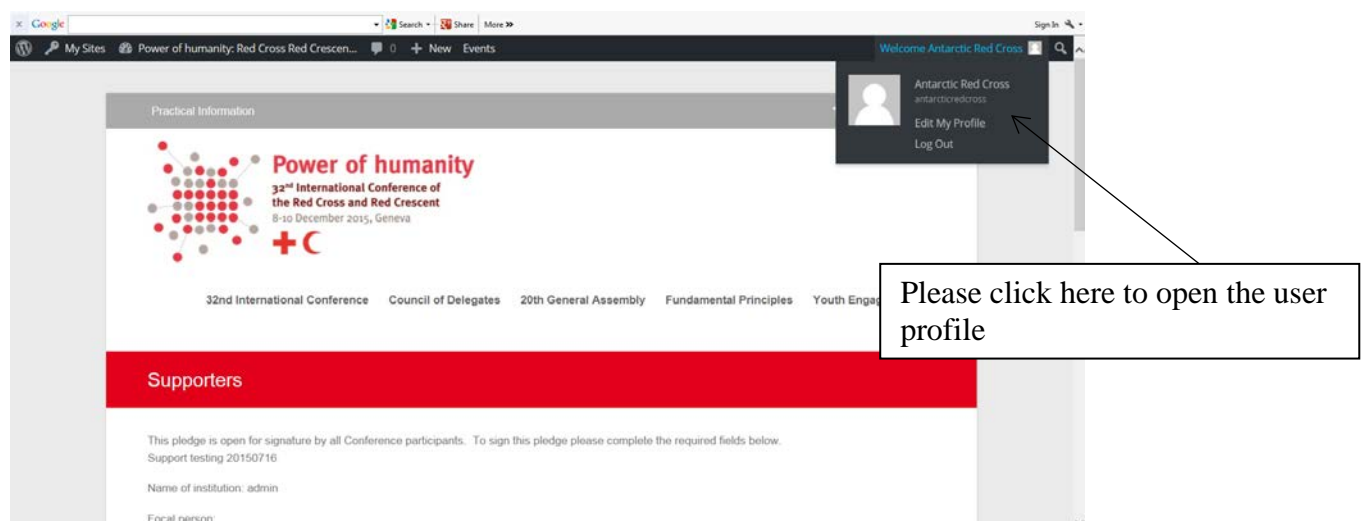
Members of the International Conference

One user account is created for each conference member. Log in information (with username and password) is sent to all members of the International Conference via email. For States and National Societies who have identified a focal point for the International Conference, log in information is sent directly to the focal point. Otherwise, log in information is sent to the National Society leadership email address or the official email address of the permanent mission.

If you have not received your log in information, please send an email to: pledge@rcrcconference.org.

Observers of the International Conference

Observers of the International Conference who wish to submit a pledge can request to create a user account by sending an email message to pledge@rcrcconference.org. Once logged in, please update your user profile and provide us with the exact name and email address of the focal person for pledges as all future communication regarding pledges will be sent to the email address provided. You can also change your password in the user profile section.



The screenshot shows a web browser window displaying the 'Power of humanity' website. The page title is '32nd International Conference of the Red Cross and Red Crescent' held from 8-10 December 2015 in Geneva. A user profile dropdown menu is open in the top right corner, showing the user's name 'Antarctic Red Cross' and the email 'antarcticredcross'. The menu options are 'Edit My Profile' and 'Log Out'. A callout box with a black border and white background points to the 'Edit My Profile' option, containing the text: 'Please click here to open the user profile'.

Log out

Please don't forget to log out when exiting the database if you are using a public or shared computer.

Make a pledge

As set out in the [Pledge Guidelines](#), there are two kinds of pledges:

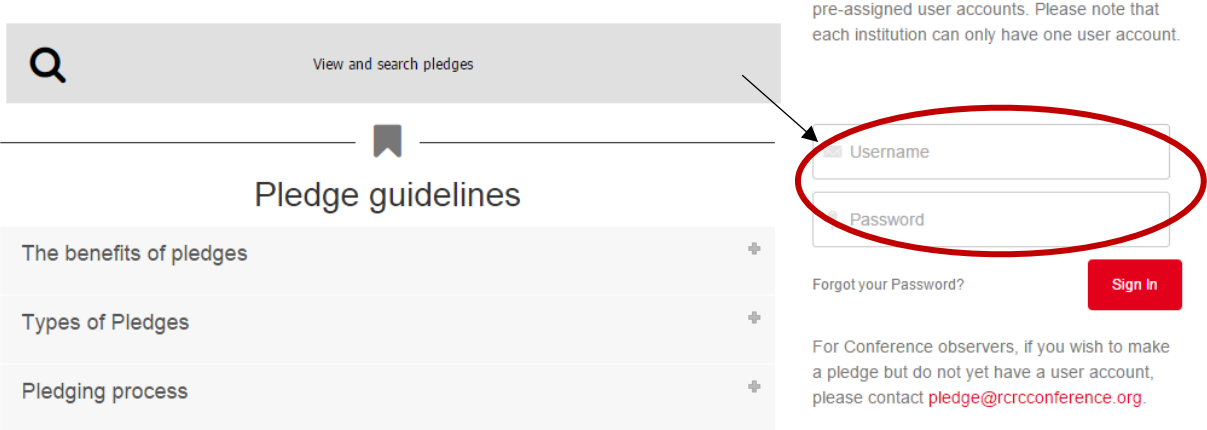
Specific pledges can be initiated by any member and observer of the Conference. These pledges should include commitments to concrete action tailored to national or regional context. The pledge can be submitted individually or jointly between a National Society and their respective government or other organization that is an observer to the Conference. The implementation of these pledges is the responsibility of the signatory/signatories.

Open pledges can be developed by any member of the Conference and have the character of a petition. These pledges cannot be modified individually. The initiator of an open pledge is responsible for monitoring its implementation.

Model text for pledges on Conference topics will be available on the pledge database. These examples are provided as a basis for specific pledges and are intended to be modified according to the contexts, interests and capacities of pledge signatories. For the list of model pledges available, click [here](#).

To log in and submit a pledge

- 1) Get to the pledges section of the 32nd International Conference website:
<http://rcrcconference.org/international-conference/pledges/>
- 2) Log in with your username and password.



- 3) Click on "Create a new pledge"

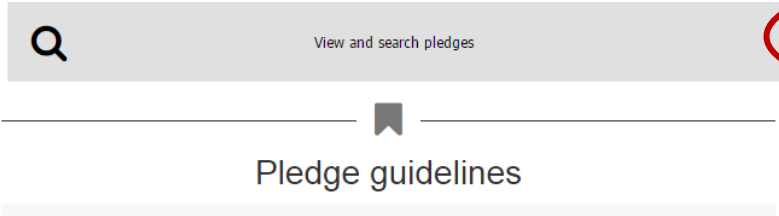
In order to ensure early preparation and to encourage dialogue between National Societies and their respective governments before the Conference, we have developed the [pledge guidelines](#) (also below). By July, members of the Conference can start registering and submitting pledges for the 32nd International Conference through the pledge database.

Make a pledge

Pledges can be made by Conference members (National Red Cross and Red Crescent Societies, International Federation, ICRC and States Parties to the Geneva Conventions) with pre-assigned user accounts. Please note that each institution can only have one user account.

[Create a new pledge](#)

You are already logged in. [Logout](#)
For Conference observers, if you wish to make a pledge but do not yet have a user account, please contact pledge@rcrcconference.org.



Specific pledge

- a) Fill in the pledge form
 - i. Pledge title
 - ii. Focal person for the pledge and his/her email address: The name and email address of the focal person may be used for further communication about this pledge. This information will not be published or displayed publicly.
 - iii. Pledge: Text of your pledge. You can also use and adapt one of the model pledges that can be found [here](#).
 - iv. Action plan: Additional information about the planned implementation process, such as activities or actions to be undertaken, targets to reach, time frame, criteria of evaluation and/or monitoring, etc.
 - v. Country: Country of your institution. International and regional organisations or other observers with activities across multiple countries should select 'International'.
 - vi. Type of institution: Choose among 'Government', 'National Society', 'International component' (of the Red Cross and Red Crescent Movement) or 'Observer'.
 - vii. Pledge type: Select 'Specific'.
 - viii. Conference topics: If your pledge is related to one of the Conference topics (proposed resolutions or topics addressed in the collaborative workspace), please tick the relevant box.
 - ix. Keywords: Select all appropriated keywords related to your pledge.
- b) To save a draft, select 'Draft' in the drop-down menu at the bottom of the page under 'Pledge status' and click 'Save'. You will then be able to return to your draft pledge to modify it later. The draft won't be visible to the public.
- c) To submit a pledge, select 'Final' from the same menu and click 'Save'. Once validated, the pledge will be publicly visible and searchable on the database. Please note that it is not possible to modify a pledge once submitted as final. Should you need to make any change after final submission, please contact us at pledge@rcrcconference.org.



Submission guidelines

Please use the 'Pledge status' option to save/submit pledges.

Select Draft status to make later additions or Final to submit for validation:

Pledge status

▾

Edit a pledge

- a) Click on the draft pledge you want to edit

Your pledges

You can [search](#), [filter](#) and [view](#) all current pledges. Conference participants can see their draft and validated pledges below after logging in.

This post is also available in: [French](#), [Spanish](#), [Arabic](#)

Draft pledges

[Final 1](#)

July 14, 2015

[Draft](#)

July 14, 2015

[Migration](#)

July 14, 2015

Validated pledges

No items found

- b) Click on edit

Migration

Action plan

– jsjsjsj

– sujn

Pledge data

Pledge by XX XX

Number:

Country: [Afghanistan](#)

Themes: [Migration](#)

Institution: [Government](#)

Pledge type: [Specific](#)

Other institutions that have signed this pledge

No items found

[Sign this pledge](#)

[Edit Migration](#)

Joint pledge

For joint pledges, please indicate at the end of the pledge text the joint signatory/signatories: name of the institution, name of the focal point from that institution and his or her email address. These will be validated and added to the pledge information. The name and email address of the focal person may be used for further communication about this pledge, but the information will not be published or displayed publicly.

Open pledge

Submit an open pledge

- a) Follow steps i.-vi. as for a specific pledge, but under pledge type select 'Open' (step vii.).

abuc@redcross.at

The name and email address of the focal person may be used for further communication about this pledge.
This information will not be published or displayed publicly.

Pledge types

- Open
- Open
- Specific

Sign an open pledge

- a) Find and select an open pledge from [all those available](#). Review the text and other information to ensure it is the correct pledge you are signing.
- b) Click 'Sign this pledge'

Other institutions that have signed this pledge

Narnia Red Cross
Narnia Red Cross

[Sign this pledge](#)

- c) Fill in the form, identifying a focal person, and click the "Sign" button. The name and email address of the focal person may be used for further communication about this pledge. This information will not be published or displayed publicly.

This pledge is open for signature by all Conference participants. To sign this pledge please complete the required fields below.
Support testing 20150716

Name of institution: admin

Focal person:

Email of focal person:

Name and email address of the focal person may be used for further communication about this pledge. This information will not be published or displayed publicly.

Sign

- d) To withdraw from an open pledge, please contact us at pledge@rcrconference.org.

View and research pledges

You can view and search all registered pledges: <http://rcrconference.org/international-conference/pledges/current-conference-pledges/>