User guide

for the International Conference of the Red Cross and Red Crescent pledge and reporting database

The purpose of this user guide is to facilitate the use of the International Conference pledge and reporting database. It provides information on how to register for the database, how to submit or sign up to specific or open pledges and how to submit progress reports on the implementation of resolutions and pledges. It also explains how to search the database for reports. For help with any questions not answered in this user guide or any technical issues, please contact conferences@rcrcconference.org.

Contents

> *Conference members and observers to the Conference are required to log in to submit pledges, report on pledges, report on resolutions and sign up to open pledges.*

User account

Members of the International Conference
One user account is created for each International Conference member.

If you can't remember your log-in details, please contact conferences@rcrcconference.org.

Observers to the International Conference
Observers to the International Conference who wish to submit a pledge can request the creation of a user account by sending an email message to conferences@rcrcconference.org. Once logged in, please update your user profile and provide the exact name and email address of the focal person 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 (see the section on how to change your password below).

How to log in

- Go to the **Conference website** https://rcrcconference.org/.

- Click on the **"Login"** button located at the top right corner of the window.

- A small log-in window will appear. Fill in the username or email address of the assigned focal person in the "Login" field and the personal password in the "Password" field and then click on the "Login" button.
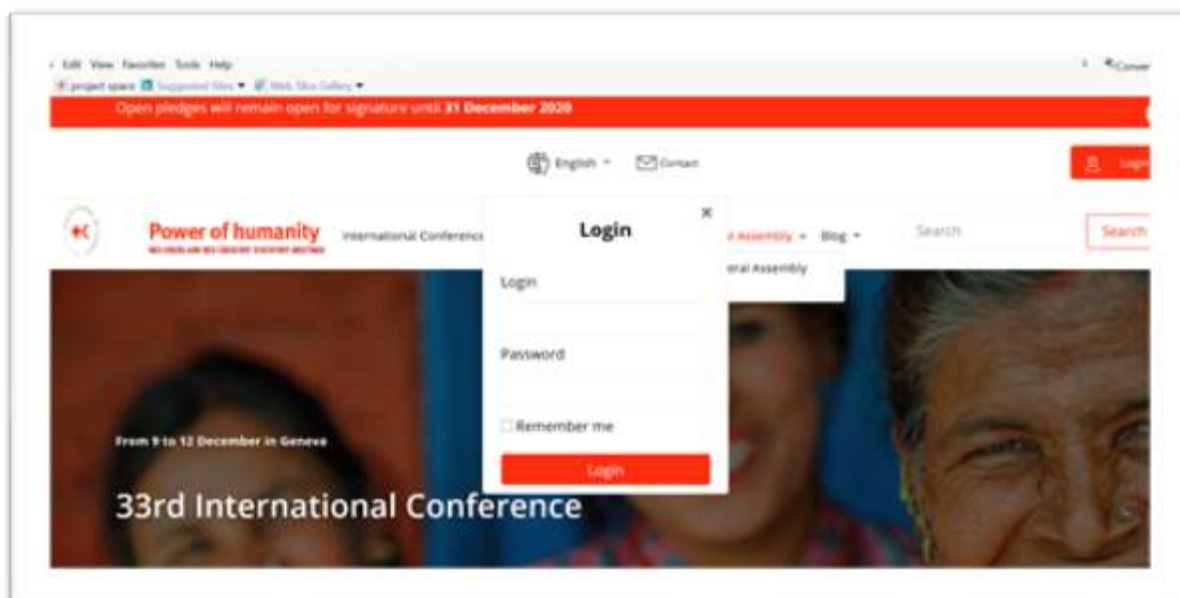
What to do if you don't have a password

- Click on the **"Login"** button located at the top right corner of the window.

- A small log-in window will appear. Click on the "Login" button **without filling in a log-in name or password**, and you will be directed to another window. In that window, click on **"Lost your password?"** and type in the email address of the assigned focal person. The system will automatically send a new password to that email address.


How to reset the user account

Please send a message with the name and email address of the focal person to conferences@rcrcconference.org, and we will reset your account, as requested.

How to change your password

- After logging in, go to the user profile by clicking on "Welcome, xxx" located at the top right corner of the screen.

- Select "Edit My Profile" from the drop-down menu.

- On the user profile page, you can either request the system to generate a new password for you or you can key in a new password yourself.
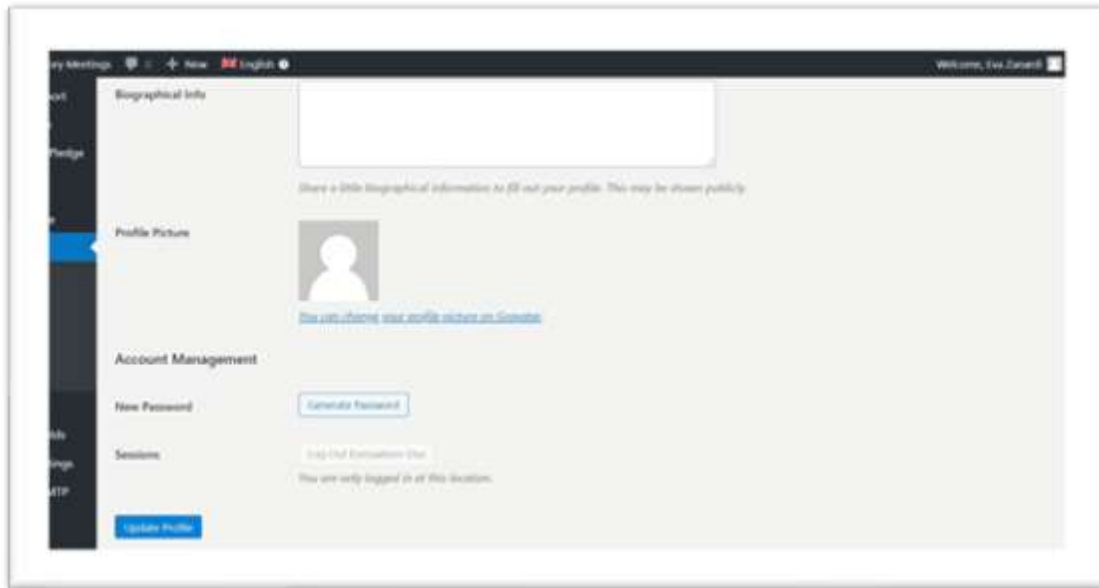
- Then click on the "Update Profile" button at the bottom of the page.

How to change the name and email address of the focal person

- After logging in, go to the user profile page by clicking on "Welcome, xxx" located at the top right corner of the screen.

- Select "Edit My Profile" from the drop-down menu.

- On the user profile page, you can change the name and email address of the focal person of your National Society/State/organization.
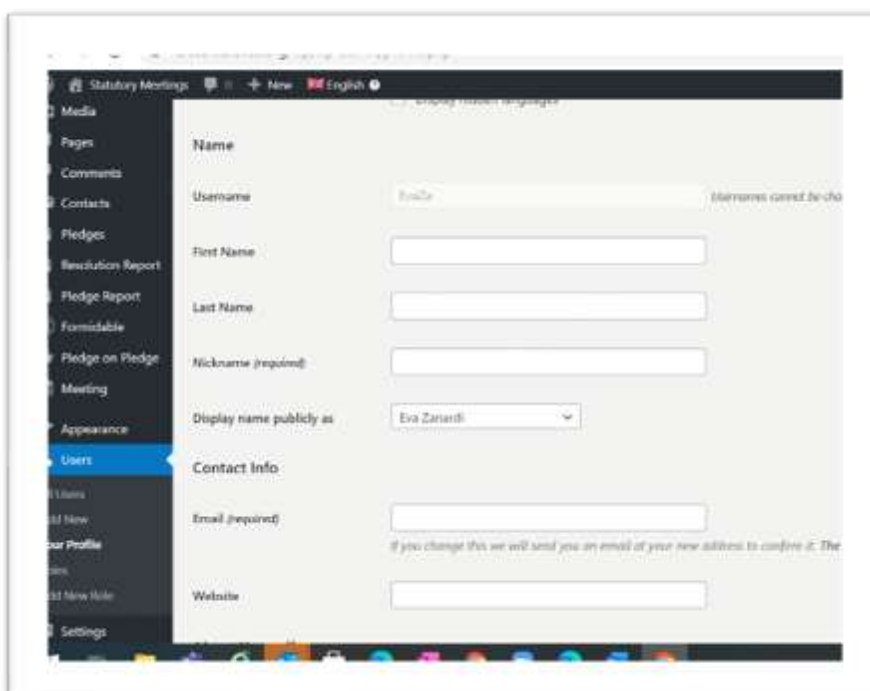
- Then click on the "Update Profile" button at the bottom of the page.

Please note that once the email address of the focal person has been changed in the user profile, the user is required to use the new email address to log in when accessing the database in the future.

How to log out

For security reasons, please do not forget to log out, by clicking on the "Log Out" button, when exiting the database if you are using a public or shared computer.

How to submit a specific pledge or open pledge

- Go to the Pledges page of the Statutory Meetings website https://rcrcconference.org/about/pledges/.

- Log in with your username and password, following the steps explained in the section above on how to log in.
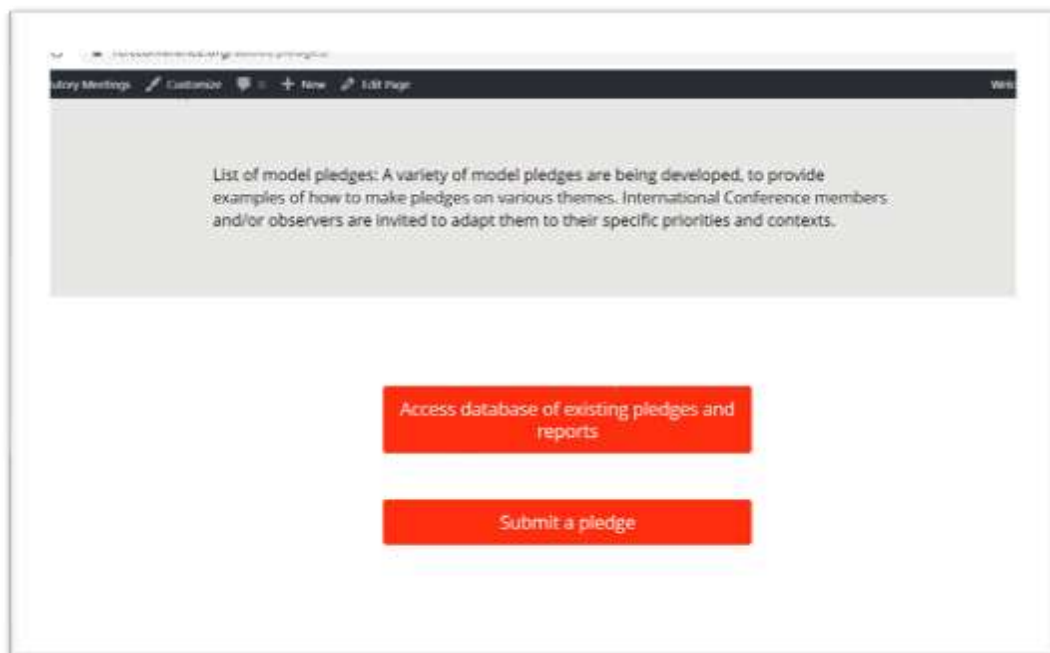
- Once logged in, click on the "Submit a pledge" button, and a pledge form will appear.

- On the "Submit a pledge" page, fill in the required fields and pledge content.

- Kindly note the following:

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

  ii. Conference resolution: it is recommended to relate your pledge to one of the Conference resolutions/topics/themes.

  iii. Keywords: select all appropriate keywords related to your pledge. It can have more than one keyword.

- If you are submitting a specific pledge, select "Specific" in the "Pledge type" field.
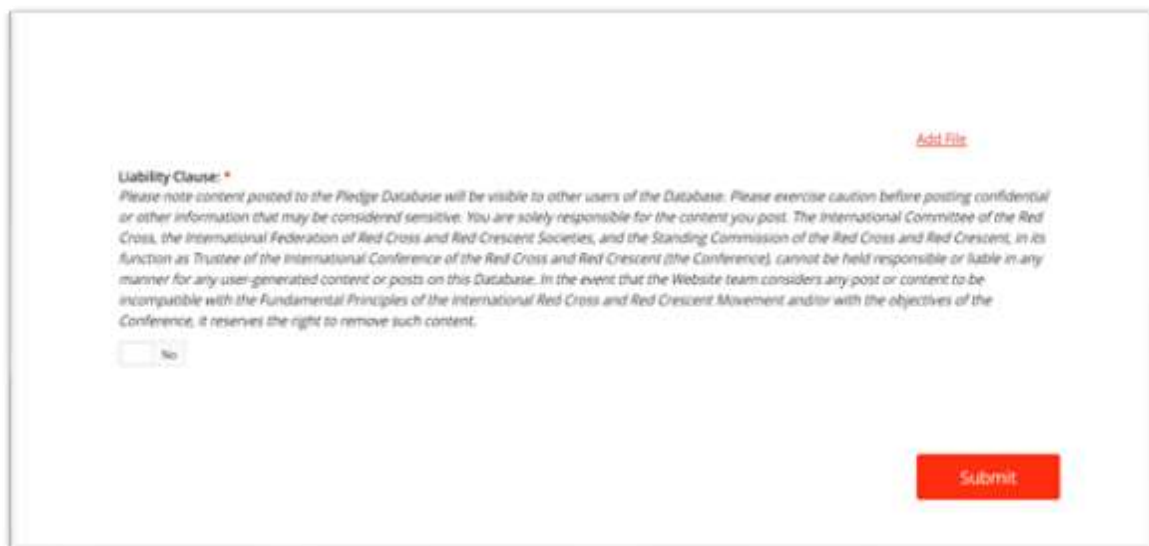
    Specific pledges can be initiated by any Conference member or observer. They should include commitments to concrete action tailored to the national or regional context. Specific pledges can be submitted individually or jointly by a National Society and their respective government or another organization that is an observer to the Conference. The implementation of these pledges is the responsibility of the signatory/signatories.

- If your pledge is open for signature, select "Open" in the "Pledge type" field.

    Open pledges can be developed by any member of the Conference and are similar in nature to a petition. They cannot be modified individually. The initiator of an open pledge is responsible for monitoring its implementation.

    Please refer to the **Pledge Guidelines** for more information.

- Once you have completed the form, please read the liability clause paragraph carefully and click on the **"Submit"** button.

- Please note that the pledge administrator will receive a notification to validate the submitted pledge before publishing it online.

How to change the content of a pledge after it has been submitted

Users are not able to change the pledge content after submission. Please contact conferences@rcrcconference.org if you require support.

How to sign up to existing open pledges

- Use the filter function to view a list of open pledges.

    For example, to view a list of open pledges on climate change submitted to the 33rd International Conference:

    o   select "Open Pledge" + Conference edition "33rd International Conference" + Keywords "climate change"

- o a list of open pledges on climate change submitted to the 33rd International Conference will appear.
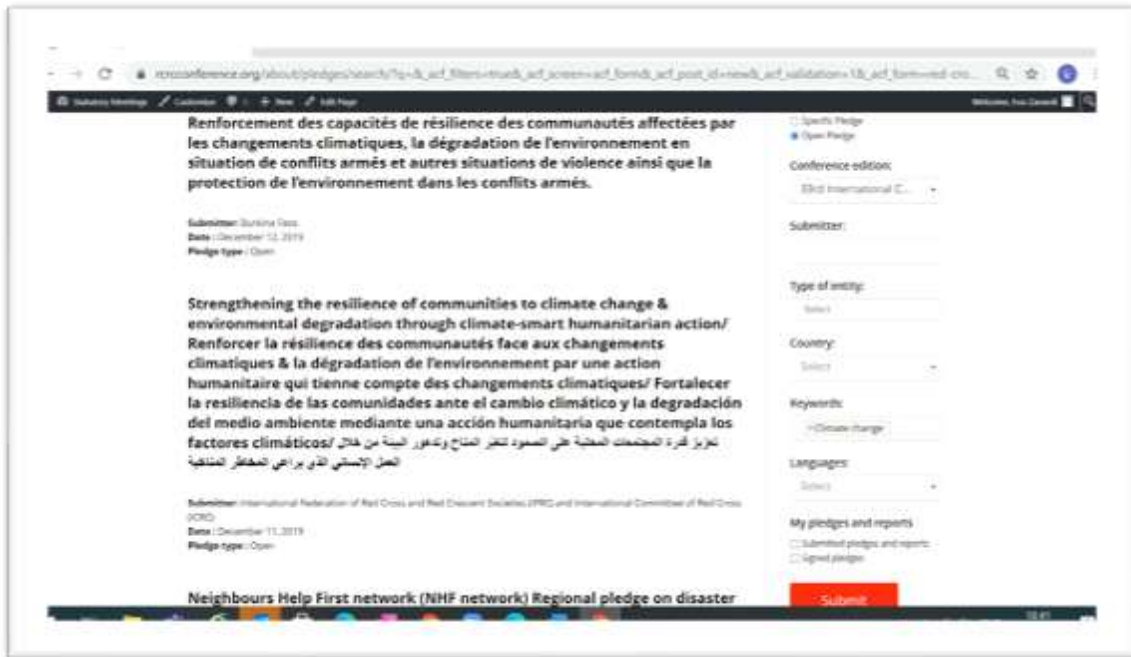
- Click on the pledge title to view the content of the selected pledge.

- To sign up to the selected open pledge, click on the "Sign this pledge" button in the right-hand column of the window.
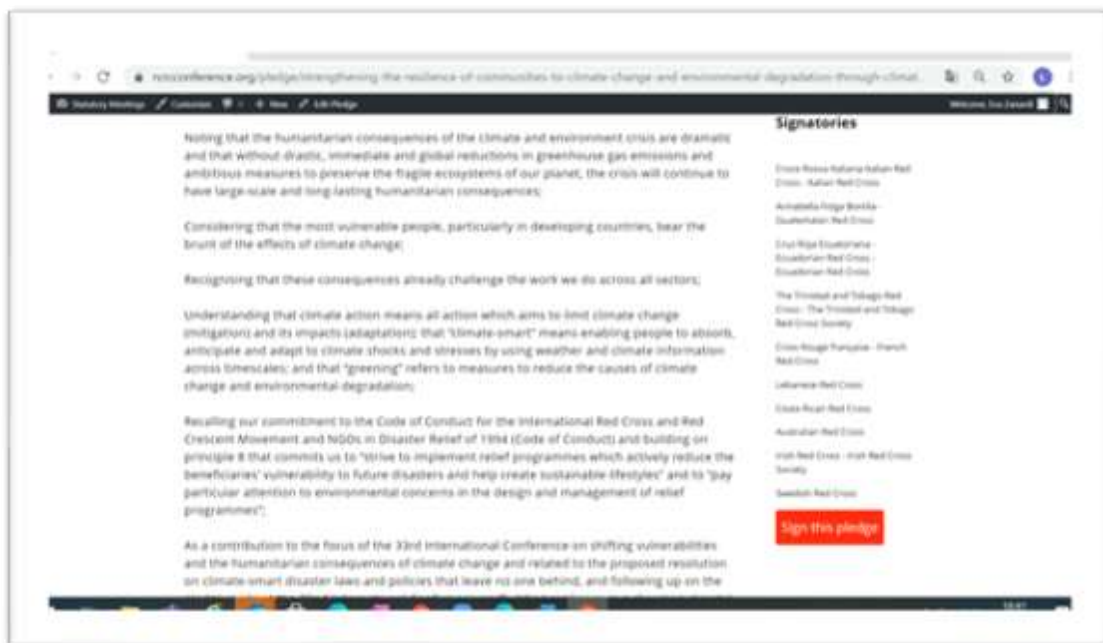

- Complete the required field "Name and email address of focal person". Please note that the details provided in this field are for the information of the Conference organizer only and will not be made public.

- Click on "Submit" to sign up. The name of your State/National Society/organization will be listed in the **Signatories section**.

How to use the database search and filter function

- Go to the Pledges section of the website https://rcrcconference.org/about/pledges/.

- Click on the "Access database of existing pledges and reports" button.
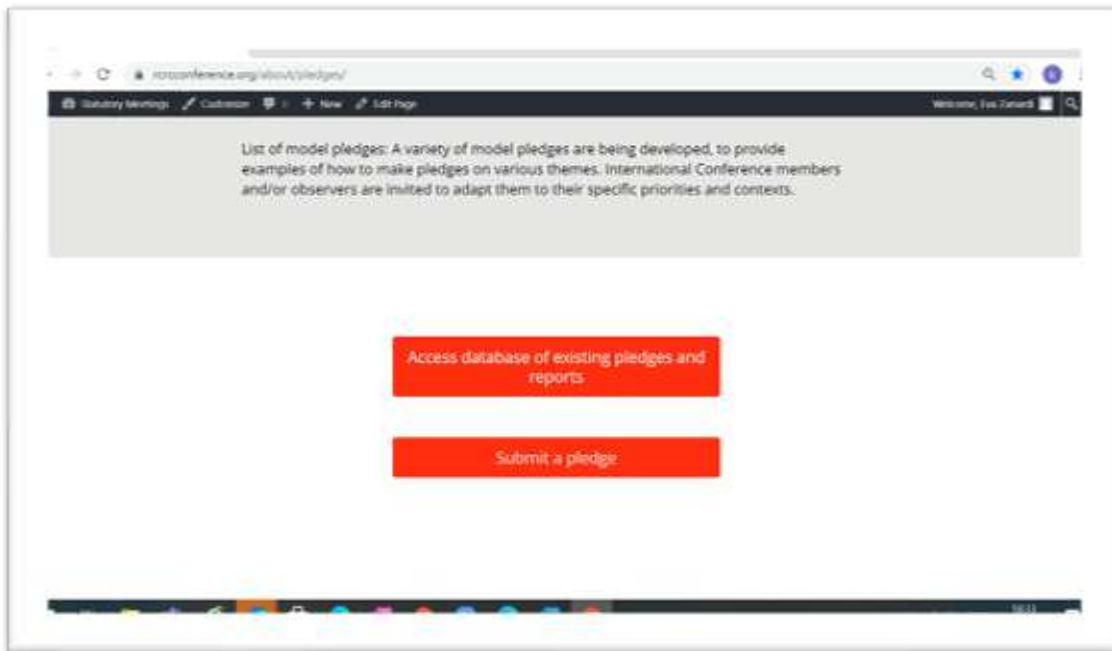
Search

If you know the title of the pledge, type it into the "Search pledges and reports by title" field. Then click on the "Search" button, and the pledge will be shown below.
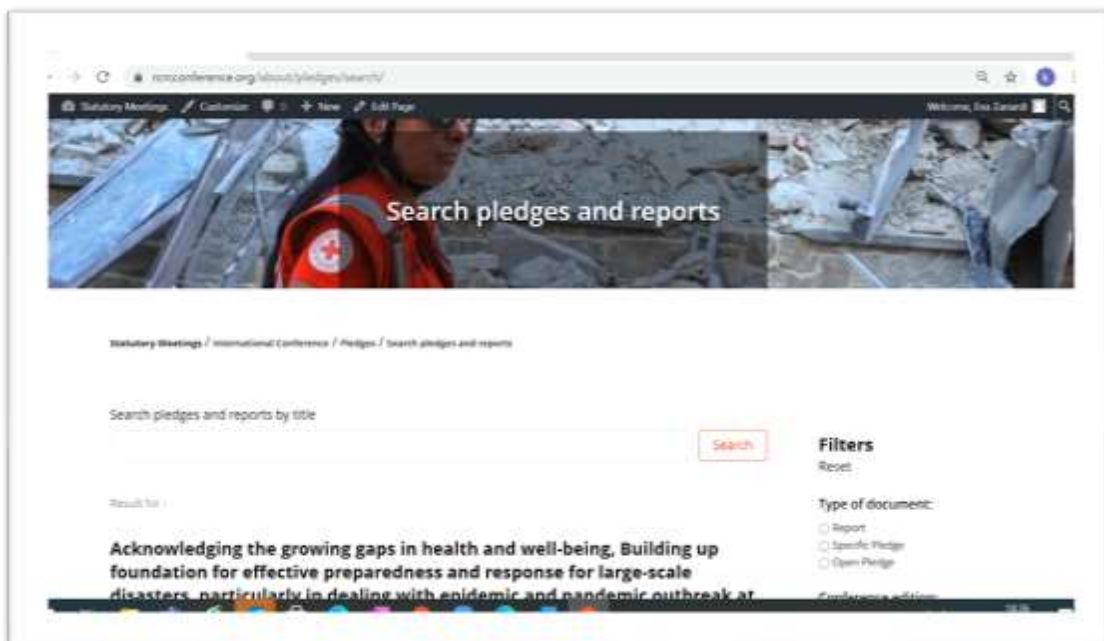
Filters

You can carry out an advanced search for pledges, pledge reports and resolution reports by using the filters ("Conference edition", "Type of entity", "Keywords", "Languages", "Related resolution", "Country", etc.):

- More than one filter field can be selected.

- Once you have set the filters, click on "Submit". A list of pledges, pledge reports and resolution reports meeting the filter criteria entered will be displayed.

- Click on the title to view the content of the selected pledge or report.
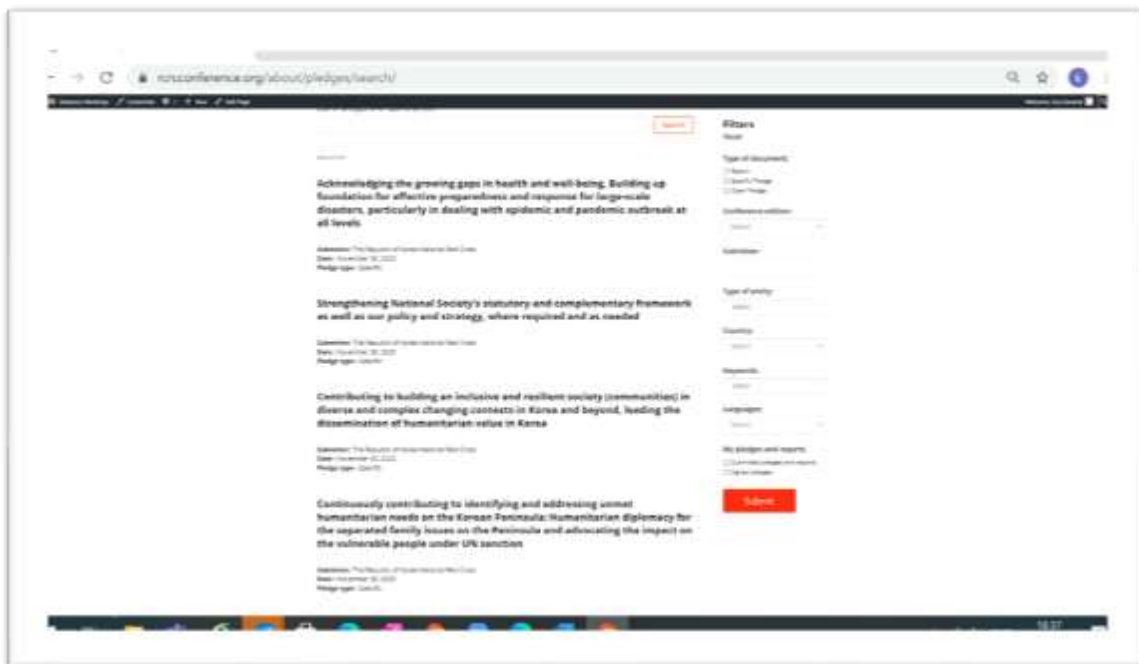
How to reset the filter and search functions

Click on "Reset" to clear all search and filter settings.
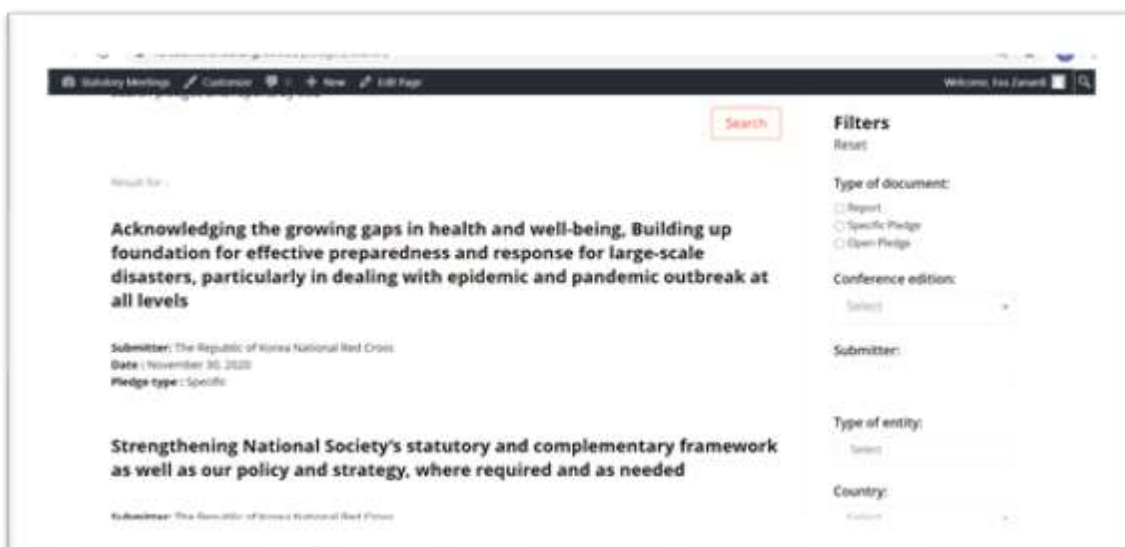
How to report on a pledge

It is highly recommended to report on the pledges submitted. Conference members and observers are also required to provide individual reports on the open pledges they sign

- Go to the "Search pledges and reports" and "Filters" page
  https://rcrcconference.org/about/pledges/search/.

- Log in to your user account, following the steps explained in the section above on how to log in.

- To view the list of pledges that your National Society/State/organization has submitted and signed up to:

  o select "Submitted pledges and reports" and "Signed pledges" at the bottom of the filter column

  o click on "Submit"

  o a list of the pledges submitted and the open pledges signed by your National Society/State/organization will appear

  o you can refine the search by selecting the Conference edition.

- Select the pledge you would like to report on. Click on the pledge title to open the pledge.

- Click on the "Report on this pledge" button at the bottom of the right-hand column. A pledge report page will open.

- Complete the required fields "Title", "Submitter", "Name and email of focal person", etc.

- Describe what actions have been taken (including challenges encountered) and provide concrete examples.

- You can add supporting documents, including images, PowerPoint presentations, leaflets and videos, as attachments.

- Once you have completed the form, please read the liability clause paragraph carefully and click on the **"Submit"** button.

- Please note that the pledges administrator will receive a notification to validate the submitted pledge before publishing it online.

How to report on a resolution

The 33rd International Conference has six resolutions that require reporting:

Reporting is expected on implementation of the following 33rd International conference thematic resolutions

Resolution 1: Bringing IHL home: A road map for better national implementation of international humanitarian law

Resolution 2: Addressing mental health and psychosocial needs of people affected by armed conflicts, natural disasters and other emergencies

Resolution 3: Time to act: Tackling epidemics and pandemics together

Resolution 4: Restoring Family Links while respecting privacy, including as it relates to personal data protection

Resolution 5: Women and leadership in the humanitarian action of the International Red Cross and Red Crescent Movement

Resolution 7: Disaster laws and policies that leave no one behind

- Go to the Follow-up on the outcomes of the 33rd International Conference page and select the resolution that you would like to report on.

- A page for that specific resolution will open.

- Click on the "Go to the online reporting form" button.

- Complete the required fields and the questionnaire.

- Once you have completed the report, click on the "Submit" button. The administrator will validate the report and publish it online.

Before submitting the report and for ease of report preparation, Conference members can download the Word version of the questionnaire

Please note that all reports should be submitted online.

Although there is a single standard questionnaire for all six resolutions, a separate individual report is required for each resolution.

When to report on resolutions and pledges from the 33rd International Conference

To enable dynamic reporting, the system will be open from July 2021 to 30 September 2023. Conference members can provide their implementation update anytime at their own convenience within this period.

For this long period, Conference members can submit more than one report on the same resolution/pledge to demonstrate the advancement of their commitments. The reports will be differentiated by date. For example, Conference members can submit an update in 2021/2022 to show progress on implementation and then submit a final report on the final accomplishments in 2023.

The information received will be compiled and posted on the website to show the progress made and, most importantly, the impact of the Conference outcomes on our daily humanitarian work. In addition, based on this information, a final consolidated report on the outcomes of the 33rd International Conference will be prepared for the 34th International Conference in 2023.

How to view/search reports online

- Go to the "Search pledges and reports" and "Filters" page
  https://rcrcconference.org/about/pledges/search/.

- Select "Report" in the right-hand column. You can refine the search by selecting the "Conference edition", "Keywords", "Type of entity", etc.