

Human Rights Impact Resource Centre User Manual

Version 1.0 [13 August 2007]

Introduction

The Human Rights Impact Resource Centre (HRIRC) is an interactive web portal developed by the Dutch *Humanist Committee on Human Rights (HOM)*. It presents information and knowledge relating to all aspects of human rights impact assessment, and will, in time offer collaborative spaces for groups working in specific areas of policy, practice and tool development. Users can now contribute to the Resource Centre, once they have registered, by submitting material directly to the publications database. It is expected that this will contribute greatly to the diversification of the information available on the Resource Centre, resulting in greater benefit for all stakeholders who work with or want to learn about human rights impact assessment.

For further information on the HRIRC, please contact Baldwin Beenackers, HRIRC Programme Manager, Humanist Committee on Human Rights, P.O. Box 114, 3500 AC Utrecht, The Netherlands (email: b.beenackers@hom.nl)

How to add a publication

This user guide explains **how to** contribute material to the HRIRC. It is intended for anyone who wishes to register as a user and add documents to the Centre.

The primary goal of these guidelines is to provide step by step information and explanation for the user. The first part describes how to become a registered user, as this is the first step before being able to contribute to the Resource Centre. The second part provides information on how to add a publication.

<p><i>Getting Started: HRIRC User Registration</i></p>
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The first step towards contributing to the HRIRC is to complete the online registration. The user must have a valid email address in order to do this. After registration, the user will be an authorised HRIRC user and can submit new publications.

Basic Course of Action:

1. Open and complete the HRIRC registration form, by clicking on the **Register** button on the top menu.

User Registration

By registering you will be able to submit books, journal articles, reports, manuals, evaluations and other material for inclusion in our Publications database.

Please provide the following information.

*Fields marked with * are mandatory.*

Name: *

E-mail: *

Organisation: *

Country: *

Your function in organisation:

Preferred username: * (lowercase, no spaces)

Password: *

Repeat password

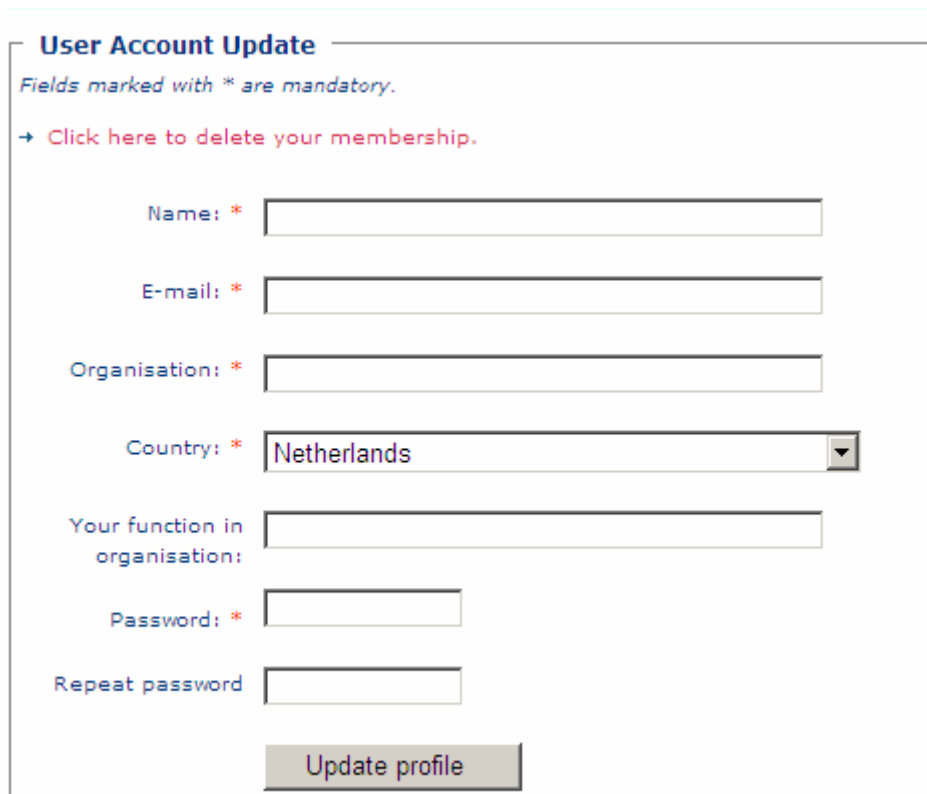
2. After and the registration form has been completed and submitted, an email will be sent to the user's email address, asking them to confirm their registration request.
3. In order to confirm, the user can click on the supplied **confirmation link** in the email. To cancel, they can click on the supplied **cancellation link**.
4. An email will then be sent to the user confirming the registration, and informing them that the registration is in process.
5. When the registration process has been completed, an email will be send confirming the user's login information.

Password reminder:

1. If a user forgets their password, they can retrieve it by clicking on the '**forgot your password**' link on the login page. Once the user name and the email address have been filled in, an email will be send to the user with their current password.

Change password/Update User Details:

1. If a user wishes to change their password or update their user details, they must first log in using the **Login/out** button on the top menu..
2. After successfully logging in, click the relevant link '**To change your password or to update your details, click here**'
3. A new page will appear with User Account Update. Here the user's account can be updated.



User Account Update

*Fields marked with * are mandatory.*

→ [Click here to delete your membership.](#)

Name: *

E-mail: *

Organisation: *

Country: *

Your function in organisation:

Password: *

Repeat password

Cancelling Registration:

1. To cancel registration (terminate HRIRC membership), click the link '**delete your membership**' on the **User Account Update** page.

Adding Publications

An authorised HRIRC user can add publications to the Resource Centre. The user must be a registered HRIRC user; i.e. have a valid login name and password.

Basic Course of Action:

Step 1: Start

1. To log in, click on **Login/out** on the top menu. Fill in username and password when prompted.
2. Once successfully logged in, a welcome page will appear.
3. To **add a publication**, click on the → **publications** link on the login welcome page, or select Publications in the left-hand menu.
4. The page with publications will appear. Click on the **Add Publications** button in the right hand menu (see below).

Publications

Latest additions

Gauthier de Beco (2007) *Measuring Human Rights: Underlying Approach*. In: *European Human Rights Law Review* p. 266-278 Sweet & Maxwell Ltd [view details >>](#)

Marks, Jonathan H. (2006) *9/11 + 3/11 + 7/7 = ? What counts in counterterrorism*. In: *Columbia Human Rights Law Review*, vol. 37, Spring 2006 p. 559-626 Columbia University Law School [view details >>](#)

United Nations Development Programme (2006) *Indicators for Human Rights Based Approaches to Development in UNDP Programming - A Users' Guide*. p. 1-32 United Nations Development Programme (UNDP) [view details >>](#)

Andreassen, Bard Anders; Sano, Hans-Otto (2004) *What's the Goal? What's the Purpose? Observations on Human Rights Impact Assessment*. In: *Research Notes* p. 1-24 Norwegian Centre for Human Rights [view details >>](#)

Office of the High Commissioner for Human Rights (2006) *Report on indicators for monitoring compliance with international human rights instruments*. p. 1-21 United Nations [view details >>](#)

To find a publication enter a keyword or phrase and press **Find**. This will return a list of all publications whose title, author(s) or description match the text entered.




Alternatively you can browse all publications of a specific type by selecting one of the lists below.

Show

- All Publications
- Books
- Journal Articles
- Reports
- Manuals & Guides
- Evaluations
- Other Publications

Add

- o Click on the '**NEW**' icon (📄) to start entering the publication details.
5. A new Edit window will be opened. Here the basic background information of the publication/document can be filled in and saved.

6. On the very top of this new window, 3 icons can be seen →   



: **saves** the information entered. Click on this to save and continue working.



: **saves** the information entered and **closes** the window.



: **closes** the window **without saving anything**.

7. There are four data entry tabs in the window, namely, **General**, **Description**, **Details** and **Sources**. Some of the fields in the **General** tab are mandatory; fill these and as many other fields as possible in. The mandatory fields are indicated with an exclamation mark in a yellow box (■). They are: Title, Publication Year, Author(s)/Editor(s) and Publisher.

Step 2: General

7. GENERAL TAB:

Path: /Resources/Publications/
Publications NEW - [PID: 3] Publications

General Description Details Source(s)

Title

Type of publication

Publication Year

Author(s)/Editor(s)

Publisher

Publisher address

Category (select all that apply)

Selected:	Items:
	Baseline Study
	Case Study
	Civil Society Impact
	HRIA for Legislation
	HRIA in General
	HRIA Instrument
	HRIA Tool
	Human Rights Based Approaches
	Impact Assessment (General)
	Indicators

- **Title (📄):**

- Fill in the title by which the publication or document is most likely to be cited. In general, this will be the most prominent title on the title page or cover, or in the introduction.

- If no title can be found, supply a brief descriptive title based on information taken from elsewhere in the publication/document or from a reference source.
- Please capitalise the first word of the title when entering it. Enter all the words and when capitalising the title use the following style: “Human Rights Impact Assessment” instead of “Human rights impact assessment.”
- **Type** of publication:
 - Select the type of publication from the drop- down list
- **Publication year** (📅):
 - Fill in the publication year as a 4 digit number.
- **Author(s)/Editor (s)** (👤):
 - Enter the names of the author (s) or editor (s) that appears most prominently on the publication or document, as listed on the title page.
 - If several authors are indicated, enter up to three names. If more than three are listed on the publication, always select the first author and optionally the next two.
 - Enter the surname followed by "comma space" (,) followed by the given names or initials. Capitalise only the first letter of the surname and of the given names, and the initials. Do not leave spaces between the initials.
 - If more than one author or editor is being entered, separate the names with a "space semicolon space" (;). Example: **Brown, Michael P. ; Smith, Anna**
 - If the author is a corporate author or organisation, it should be entered without any commas. Typical examples of corporate bodies are associations, organisations, business firms, educational institutions, governments, any government agency, religious bodies, projects and programmes.

Example: **Amnesty International**
- **Publisher** (🏢):
 - The publisher is the institution or other corporate body responsible for issuing, publishing or producing the publication or document. Occasionally it may be a person.
 - Enter the principal publisher or issuing body as indicated on the title page or

back of the title page. If more than one publisher or issuing body is indicated, but the principal one cannot be ascertained, select the first in order of appearance.

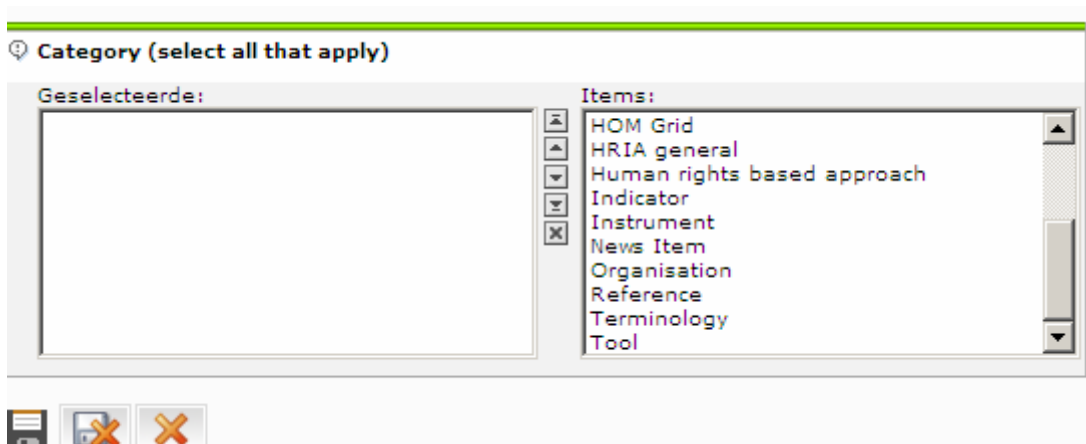
- If no publisher can be determined, select the organisation or institution in which the unit was produced. Otherwise, select the printer.


Publisher's Address:

- Enter the name of the principal place (usually a city or town) where the publication or document was originated, issued or published. If more than one place of publication is indicated, but the principal one cannot be ascertained, select the first in order of appearance.
- If there is any ambiguity as to the identification of the place of publication (e.g. if it is not a capital city but a town, or if the name of the place has changed) add additional information, such as the country, the county or state, or the current name, in square brackets after the entry.
- Examples: **New York Dublin [Ohio, United States]**

Category:

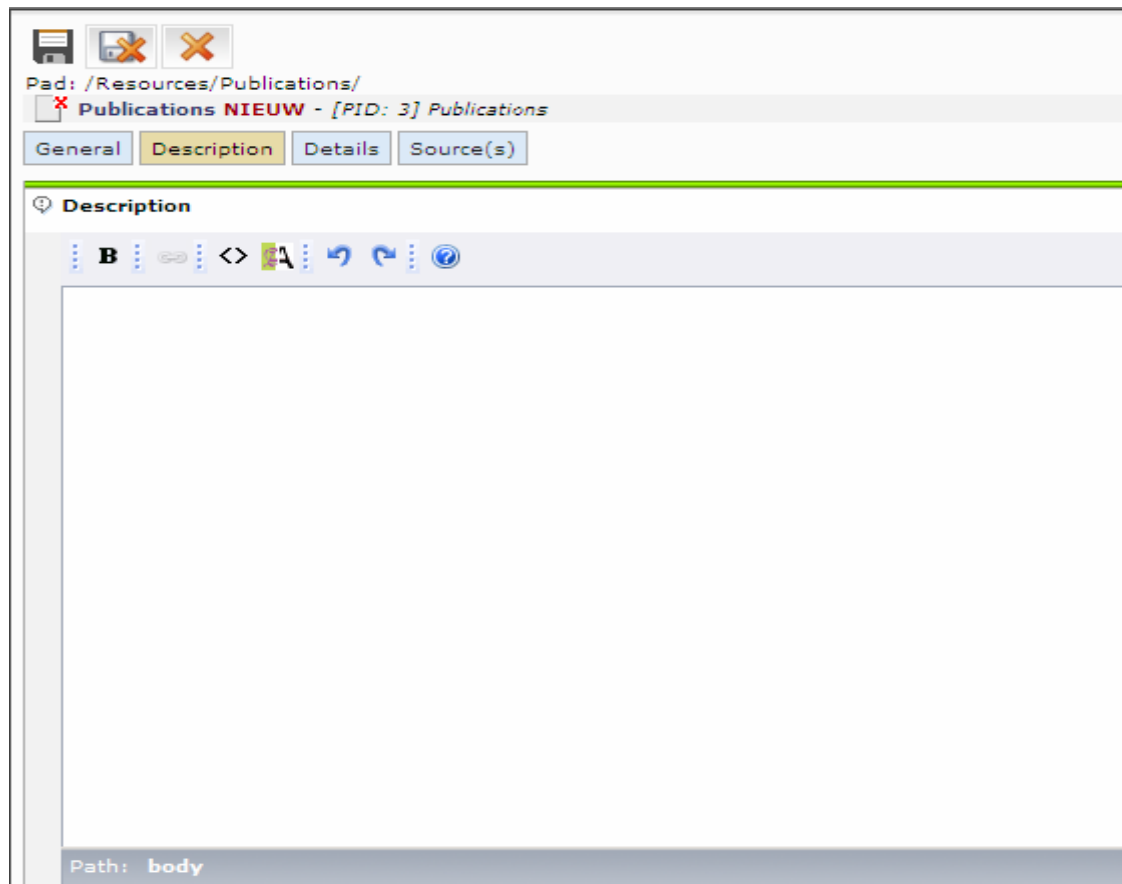
- Select the subject or subjects which most appropriately describe the contents of the publication. More than one can be selected but the first one in the list should, where possible, be the most relevant one.
- To select a category, click on it in the right-hand list panel. To edit the order of the selected categories click on an entry in the panel on the left and then on the up or down arrow to move it. To de-select a category (remove it from the list associated with the publication) select it in the left-hand panel and click on the **X** button.



8. It is strongly advised to save the information entered by clicking the save document button () before moving on to the next section.

Step 3: Description

9. Provide a short descriptive review of the publication or document in the panel.



- The description should not be a copy of the publication abstract. It can include a brief summary of the content but it should also comment on the relevance and value of the publication/document to the area of human rights impact assessment. The recommended length is no more than 300 words.
- The description panel offers a number of features (at the top of the panel) to improve text entry. The **B** (bold) button can be used to highlight important keywords and phrases.
- Links to an external web page can be added by highlighting a piece of text and clicking the chain-link symbol. A new window will pop. Here you should click

on **External URL** in the top menu, and fill in the URL. In the **Style** option select **external-link-new-menu** from the drop-down menu..

○

Remove link Page File External URL Email

Current Link: None - new link!

URL:

Target:

Open in window: x

Style:

Title:

- It is possible to also remove the link → highlight the piece of text where the link is inserted. Click on the chain-link symbol and click on the remove link from the top menu.
- Please note that this link facility should not be used to provide access to the publication or document; that is done in the **Source(s)** tab.

Step 4: Details

10. Details:

Pad: /Resources/Publications/
Publications NIEUW - [PID: 3] Publications

General Description **Details** Source(s)

⊕ Contained in (Journal)

Volume (Journal)

Issue (Journal)

⊕ Pages (Journal)

⊕ ISSN (Journal)

⊕ ISBN (if available)

⊕ Document Reference/Number

⊕ Bibliographic notes

B

Path: body

- **Contained in:**

- *Only applicable for journal articles:* If the publication is a journal article, fill in the journal where this article can be found.

- **Pages:**

- Fill page range if applicable (for example, for a journal article give the journal

page numbers). Entering the first and last page numbers separated with a hyphen.

- Example: **1-60**

- **ISSN:**

- If the publication is a journal article fill in the ISSN number. It is an 8 digit number expressed in 2 groups of 4 digits separated by a hyphen.
- The ISSN number can usually be found on the back of the title page or on the back cover of the publication.
- Example: **0263-7264**

- **ISBN:**

- *Only applicable for books:* This is a unique, book identifier code, represented as a 13 digit number if assigned after 01.01.2007, or a 10 digit number if assigned before 01.01.2007. It is divided into parts of variable length, separated by hyphens, and can usually be found on the back of the title page or on the back cover of the publication.
- Example: **0-691-98218-6**

- **Document number:**

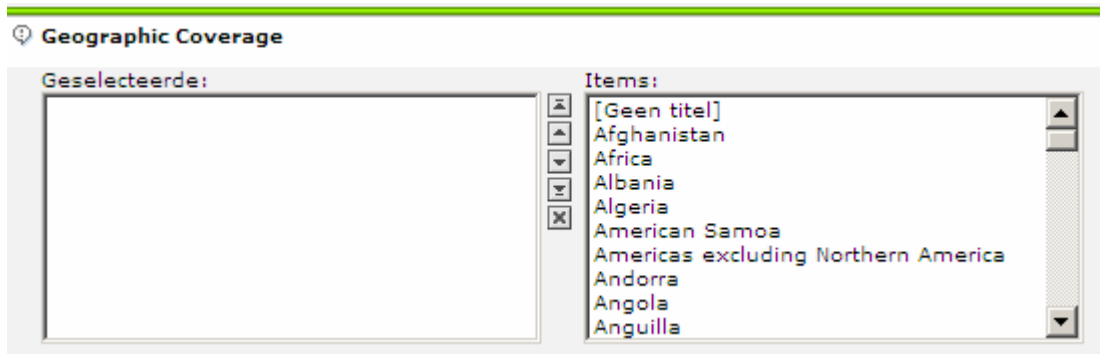
- If relevant, fill in the document number. The document number can be found in documents such as UN documents and working papers.

- **Bibliographic notes:**

- Fill in additional or supplementary bibliographic information which is not entered elsewhere. Usually this means additional information such as whether the publication is free of charge, relevant links.
- The Bibliographic Notes panel offers the same features as the Description panel to improve text entry.

- **Geographic coverage:**

- If applicable, select all the countries and/or regions that the publication focuses on.. If this publication does not focus on any particular countries or regions, leave the field empty.



- To select a country, click on it in the right-hand list panel. To edit the order of the selected countries click on an entry in the panel on the left and then on the up or down arrow to move it. To de-select a country (remove it from the list associated with the publication) select it in the left-hand panel and click on the **X** button.

11. Before moving to the next section, click save ().

Step 5: Source (s)

12. If the publication or document exists online, you can provide a link to the source (original document) here.

Path: /Resources/Publications/
Publications NEW - [PID: 3] Publications

General Description Details **Source(s)**

Click on the icon above for help on adding sources

Sources

Create new

[No title] [edit] [delete]

Title

Format


Link to Source Document/Webpage

Language

Abkhazian


- Click on → **create new**
- A set of fields relating to the publication source (s) can now be filled in.
- Copy/paste the same title filled in General Tab (This is necessary because of a temporary limitation in the system. In the near future the source title will be automatically copied from the General Tab.
- Format: select the format of the source publication/document from the drop-down list.
- Source: enter the website address (URL) at which the publication can be found.

Please ensure that this is the DIRECT link to the original document/publication if possible. If it is not possible to provide a direct link to the document, then indicate where the publication/document or more information can be found.

- Language: Please select the language of the source document from the drop-down menu.
- Click save ().

- If another version of the publication exists online in a different language, click on → **create new** again to provide details of this also.


Final step:

13. To finish, click on  to save all the information entered, and to close the window.

14. The newly added publication will be 'pending.'

- The new publication will be sent automatically to the HRIRC Content Manager. It will appear in the Publications database when they have reviewed it.
- While the publication is pending approval it can be deleted or edited (see below). Once the publication has been approved by the content manager this will no longer be possible.

15. Once a publication/document has been added and is pending approval, it is possible to edit it.

- To edit, click on the  **ICON** of the publication/document. This icon is to be found under the **Add Publication** button.
- An Edit window will appear. Here changes can be made and saved in the same way as when adding a new publication.