

HOW TO ACCESS & USE

LOOMIO

CLME+ Project Steering Committee

May-June 2020

Work Programme



Empowered lives.
Resilient nations.



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***Welcome to Loomio!**

Better CLME+ decisions, online, together.

Based on the information received regarding the composition of the CLME+ Project Steering Committee (PSC) Member Delegations, the CLME+ PCU has started to create user access rights on the online Loomio "discussion, consensus-building and (pre-)decision-making" platform, where threads and polls are being created to facilitate the implementation of the CLME+ May-June 2020 Work Programme. The present document provides guidance on the use of the Loomio Platform.

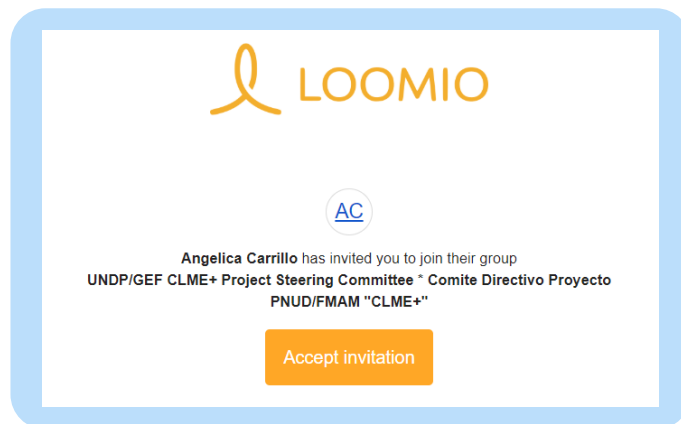
Activities on the platform are expected to initiate this week (20 May). It is our aspiration to obtain as much progress as possible with the CLME+ PSC Work Programme implementation ahead of the 16-18 Virtual PSC Meeting. (i.e. by Friday 12 June).

Please, follow the steps below to access the Loomio Platform

1.How to access Loomio

1

Your First Time Accessing Loomio: All Delegates and Participants will receive an invitation in their email to join Loomio. Click on "Accept invitation" to join.



2

You will be redirected to the Loomio site. Please, sign in with your email. Please note that Loomio will use this email address to send you all invitations to participate in Discussion Threads and Polls, to send you reminders, and to keep you informed about progress. We therefore recommend you to use the email address you normally use for work purposes.

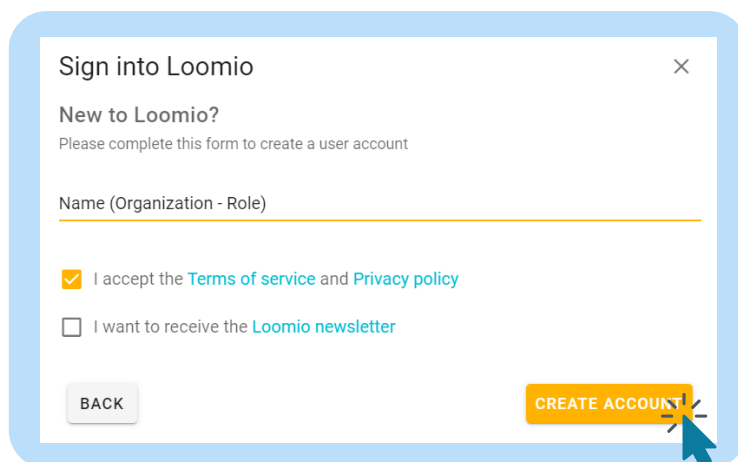
3

When registering, please use the following naming convention for your Loomio name. Please note that adherence to this naming convention is important for the orderly conduct of the meeting, as it will allow participants and organizers to be well aware of each participants' affiliation and role:

[First Name] [Surname] ([name of PSC member], [role in the context of the PSC May-July Work Programme])

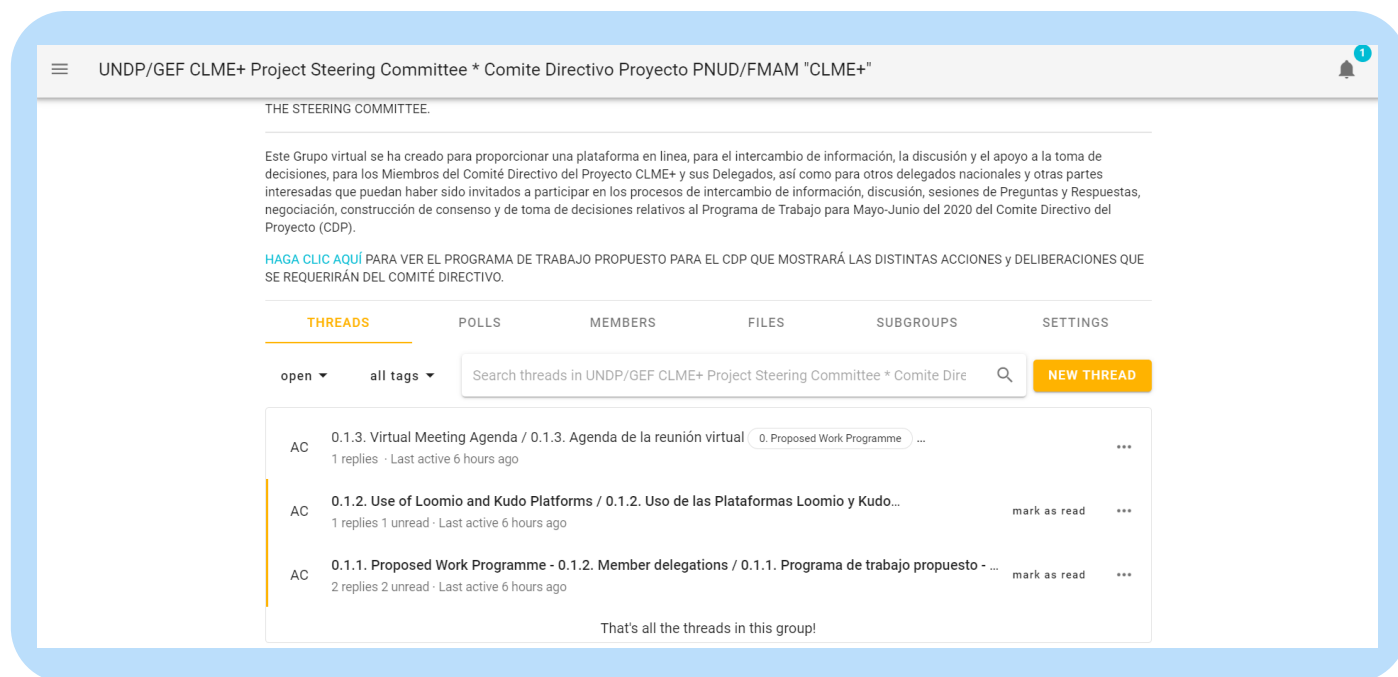
Examples: Reinaldo Morales (OSPESCA, Jefe de Delegacion)
 Lara Ferreira (Trinidad & Tobago, Head of Delegation)
 Kelly Moreno (Colombia, Participante)
 Rober Glazer (GCFI, Observer)

Then, Click on "Create Account"



4

After creating your account, you will be able to see the Loomio Group (and, as applicable, Sub-Groups) in which you have been invited to participate. You will also be presented with a menu which will allow you to browse all Discussion Threads and Polls related to the PSC May-June Work Programme.

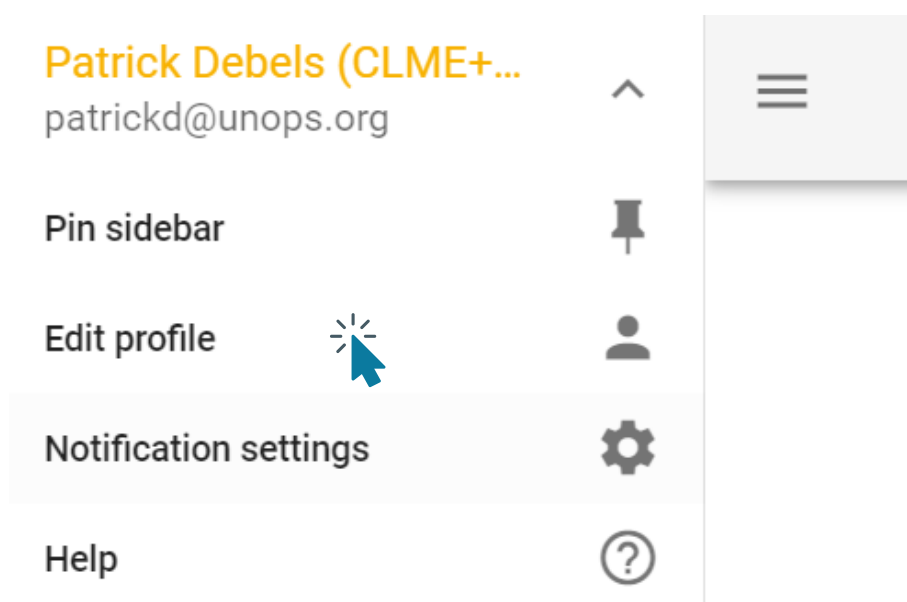


2. How to edit your User Profile/User name and configure language in Loomio

Once inside Loomio, you can easily change your Loomio name (e.g. to make it match the CLME+ PSC naming convention) as follows:

1

Click on the “hamburger” menu icon (≡) in the upper left corner of the Loomio window. The following dropdown menu will display:



2

Click on Edit profile. The following window will appear, allowing you to edit your user profile information:

Name
Patrick Debels (CLME+ PCU, Coordinator)

Username
patrickdebels

Email
patrickd@unops.org

Introduction
Regional Coordinator, UNDP/GEF CLME+ Project

WYSIWYG PREVIEW

Location
Cartagena, Colombia

Language
English

[Help us translate Loomio](#)

CHANGE PICTURE

UPDATE PROFILE

3

Please change your Name (first field) **using the proposed naming convention** (you can leave the standard entry under "Username" as is):

[First Name] [Surname] ([name of PSC member], [role in the context of the PSC May-July Work Programme])

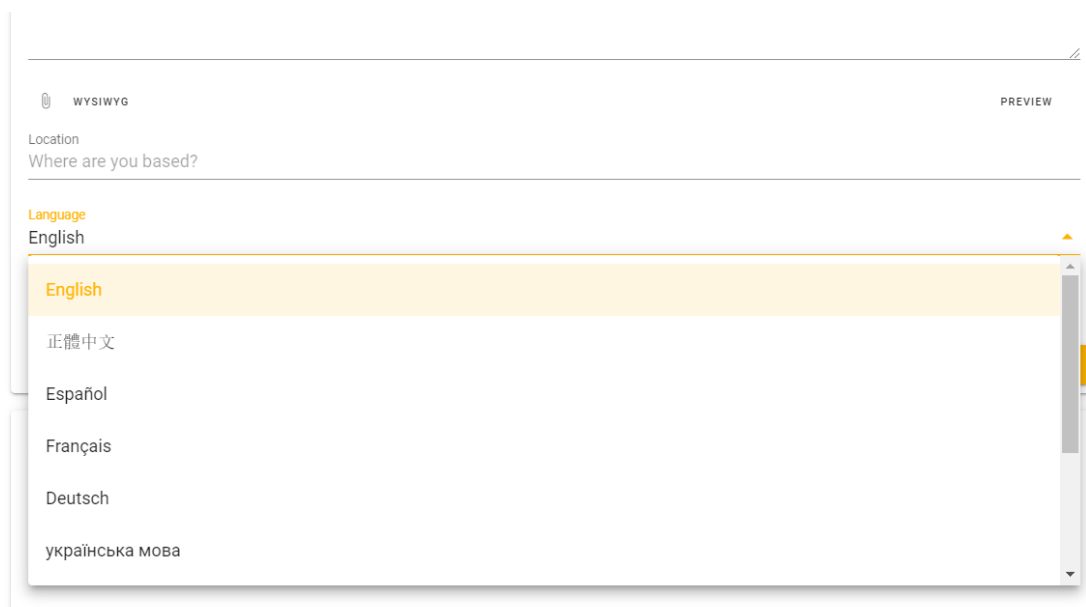
Examples: Reinaldo Morales (OSPESCA, Jefe de Delegacion)
Lara Ferreira (Trinidad & Tobago, Head of Delegation)
Kelly Moreno (Colombia, Participante)
Rober Glazer (GCFI, Observer)

4

You can add an "introduction" or brief BIO if you want

5

Specifying your language is VERY IMPORTANT as it will determine the language in which the Loomio User Interface displays. It will also determine the language for the Loomio automatic translation option (for translation options go to page 11)



The screenshot shows a web form for editing a profile. At the top, there are two tabs: 'WYSIWYG' (selected) and 'PREVIEW'. Below the tabs is a 'Location' field with the placeholder text 'Where are you based?'. Underneath is a 'Language' section. The current selection is 'English'. A dropdown menu is open, showing a list of languages: 'English' (highlighted in orange), '正體中文', 'Español', 'Français', 'Deutsch', and 'українська мова'.

After selecting the language, click on "Update Profile". and refresh the page.

6

Please consider adding a profile picture.

3. How to use Loomio

KEY LOOMIO PSC CONCEPTS & GUIDANCE

Please, have in mind the following **instructions regarding the participation in Discussion Threads and Polls:**



THREADS: All Delegates and Participants are allowed to participate in the discussions, ask questions, etc.



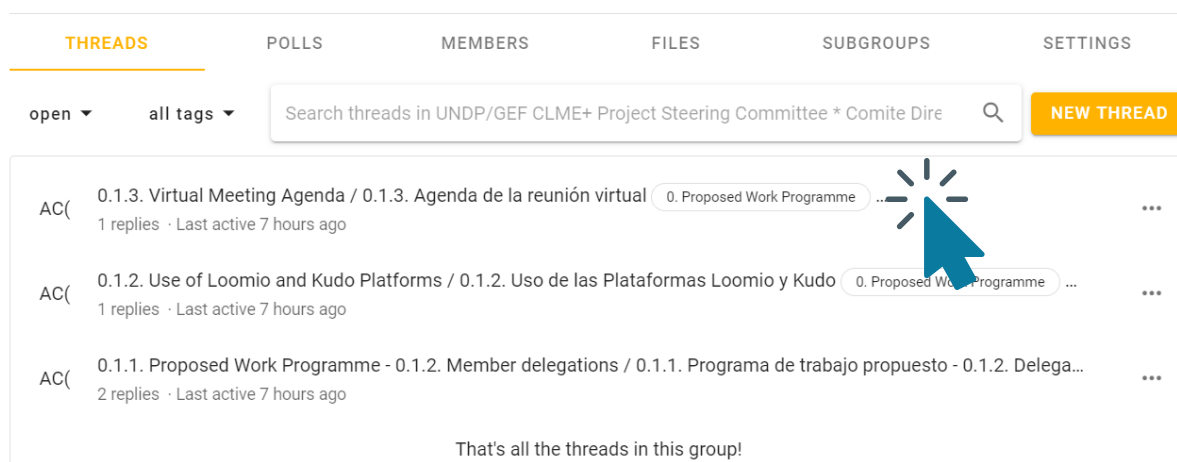
POLLS: ONLY Heads of Delegation can participate in formal "voting" and (pre-)decision-making.

3.1 Threads

What are Threads?

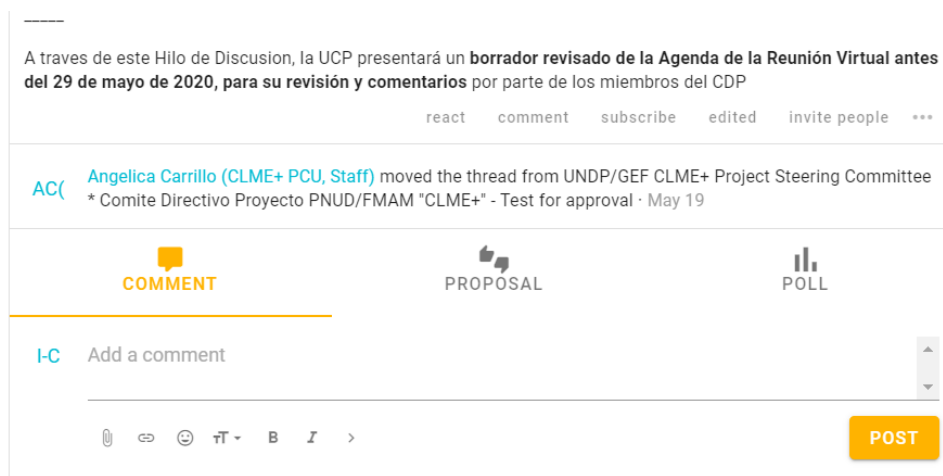
- Threads are where discussions are being held. Separate threads are being created by the CLME+ PCU for the different items, sub-items and discussion points under the CLME+ PSC Work Programme.
- Thread names therefore start with a number which matches the related Work Programme (sub-)Item.
- Direct links to the corresponding Loomio threads are also being incorporated in the online Work Programme document.

- Alternatively, to access and participate in an existing Discussion Thread, click on the "Threads" tab and select your Thread of choice.
- You can also filter out those threads that relate to a specific Work Programme (sub-)item, by clicking on the corresponding "tag"



How to participate/comment on a thread?

When accessing a thread you will see all posts or comments made by the PCU or other participants. If you want to comment, please go to the "Comment" tab, type your comment and when finished click on "Post". An option to upload attachments is available, if needed.



3.2 Translation Options

Loomio offers an option to automatically translate comments and entries made by other participants, into the language you specified in your user profile. Follow the below steps to configure and use this option:

1

You should have already set your preferred language in your Profile Information. If not, please go to page 8 for guidance.

2

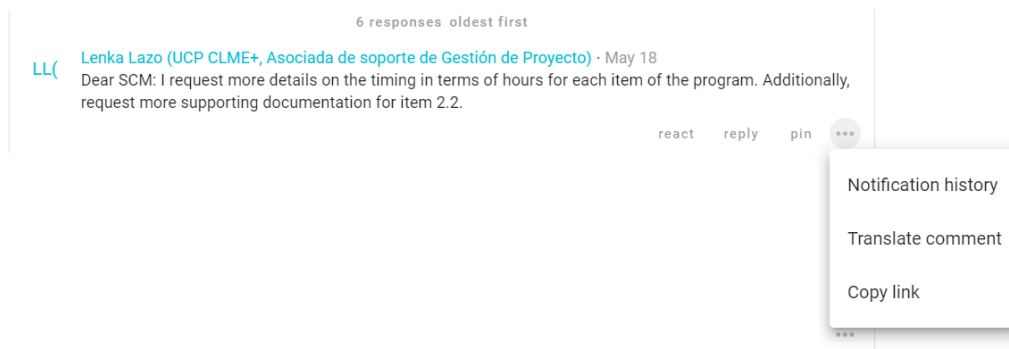
After configuring your preferred language, you will be able to translate all the information included in threads and polls.

3

To translate, please go to a thread and find the comment you want to translate.

4

Click on (...) to display comments' options and then select "Translate Comment".



5

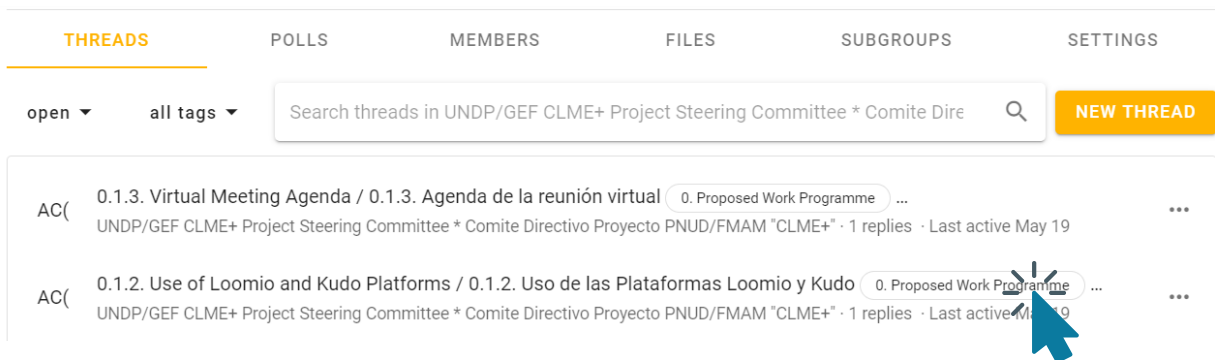
Now, you should be seeing the comment translated. If not, please contact CLME+ PCU to get further assistance. Please note that these automatic translations are not verified by the PCU. The PCU will provide all key materials in both English and Spanish.

Some useful links on how to use Loomio

[Loomio overview and How to Videos](#)

Need assistance?

- Please, leave your questions in the thread "0.1.2. Use of Loomio and Kudo Platforms / 0.1.2. Uso de las Plataformas Loomio y Kudo".



- For urgent matters, email us:

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angelicac@unops.org



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