UNW-AIS
Lead User Guide

Version	Release Date	Key Changes
Version 0.1 (preliminary version)	10th April 2012	
Version 0.2 (preliminary version)	25th July 2012	Availability of UNW-AIS intranet for managing 'project' information

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Contents

Objective 1

Quick tips 1

Logging in 2

AIS Intranet 2

Managing Project Information 2

Adding New Project Information 2

Updating Project Information 2

Appendix 1: Glossary of Terms 4

Objective

The purpose of this guide is to make it easy for lead users to manage project information concerning their organization in UNW-AIS.

Quick tips

How do I add information regarding a new project?

- Log in into AIS
- Click on "Add new project"
- Fill all fields
- Click "Save Project Information" button after you have filled all relevant fields
- Close Window

How do I update project information?

- Log in into AIS
- Click on the 'Intranet' icon (on the top right menu)

- Click on 'Multi-Update interface' which opens an 'Excel like' interface that shows all datasets of your organization ordered by Repository
- Click on the table cells. This opens up the edit box where you could edit.
- Edit/enter the new text or select the correct value from the drop-down menu (e.g. for activity status)
- Click "OK" Button to save your changes (click "cancel" if you don't want to save your changes)
- *You may even save the data by simple pressing the 'Enter' key.*

Logging in

The login button is located on the top-right corner.

AIS Intranet

Click on the 'Intranet' link on the topbar to access the AIS intranet.

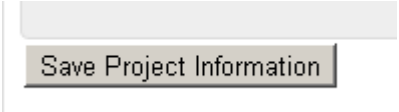
Managing Project Information

The 'Manage Projects' section in the 'Intranet' Section offers functionalities of adding and updating project information as well as access to the 'Reporting interface' based on your permission level.

Adding New Project Information

The form for adding project information is divided into tabs:

After filling in the information, click on the 'Save Project Information' button.

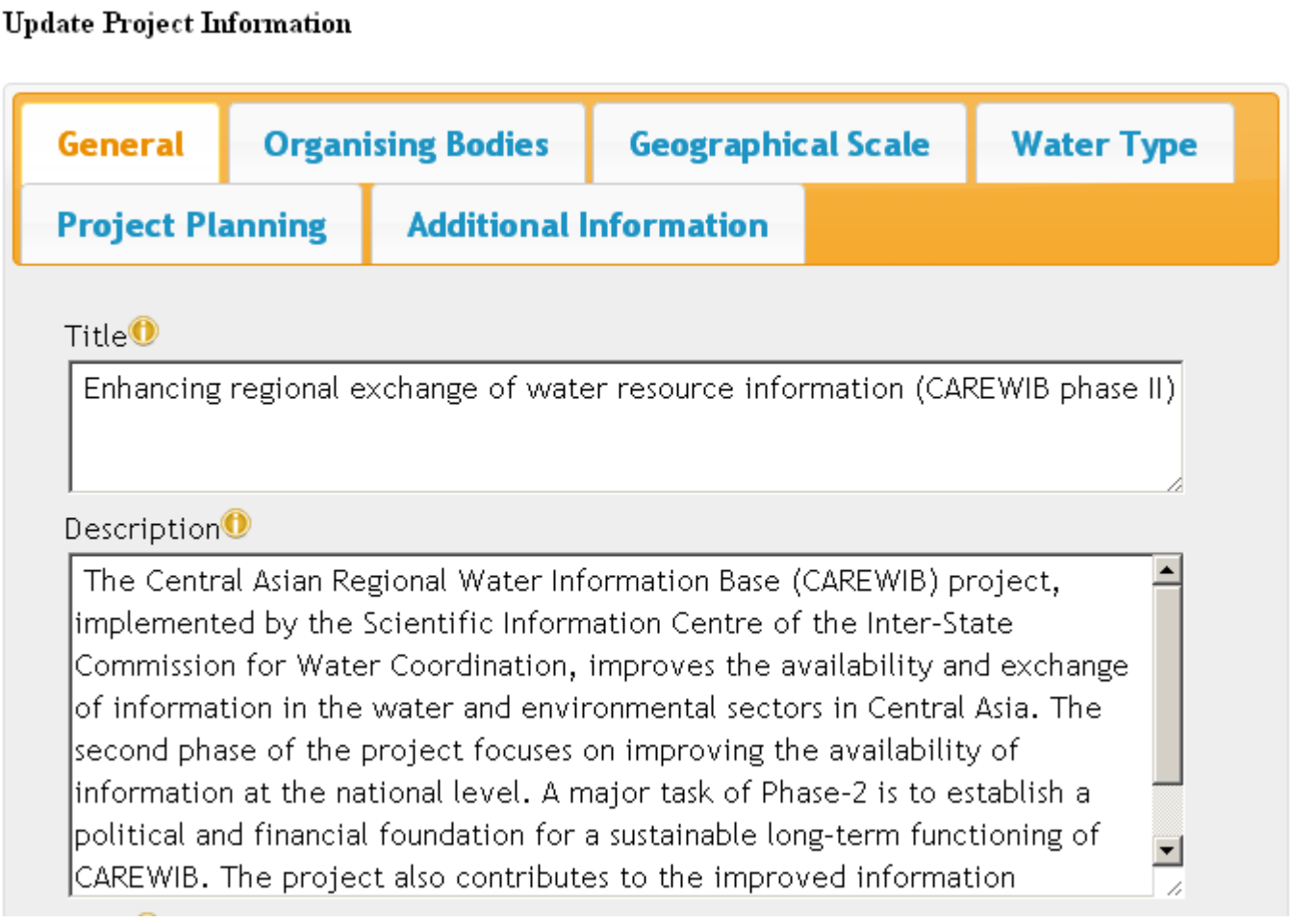


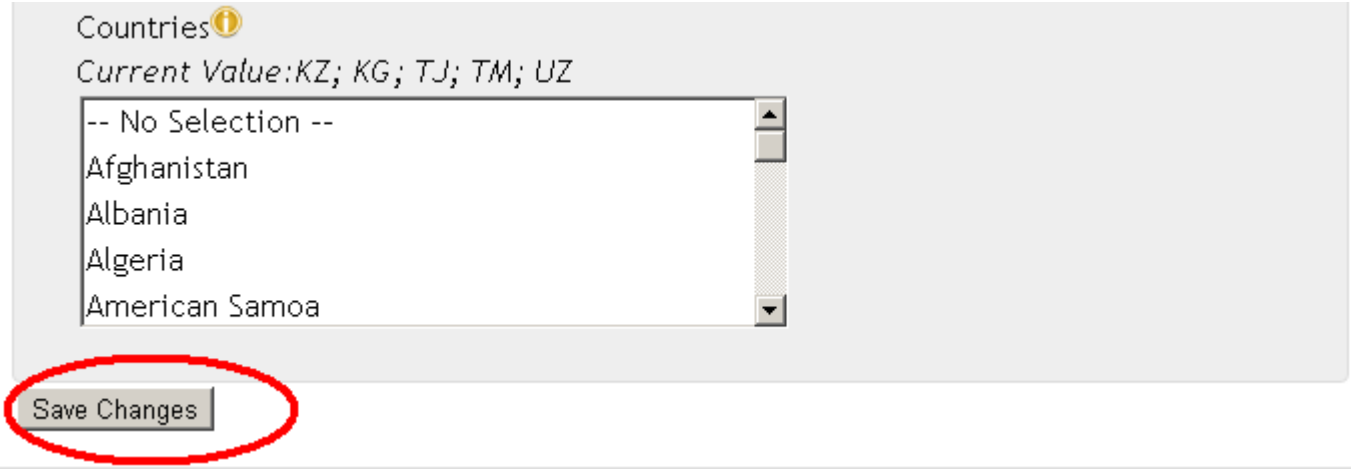
Updating Project Information

Information regarding a project may be updated from the 'Multi-Update' interface. Clicking on a field in the interface opens up the text in an edit box allowing editing the text. Clicking on the 'OK' button saves the text. **Pressing the**

‘Enter’ key also saves the text. Click on ‘Cancel’ if the edited text need not be saved. It is possible to update multiple fields at the same time using the interface.

Clicking on the asterix (*) opens the interface for updating information on a single project.





Click on 'Save Changes' after you have finished with updating all project information.

Appendix 1: Glossary of Terms

a) Project focus

Agriculture / Food (AF) – refers to the (water-related part of) production and availability of food.

Climate Change (CC) – any work related to water and climate change including mitigation and adaptation.

Disasters and Risk Reduction (DRR) – any work related to this policy field if not further specified, e.g. techniques focusing on preventing or minimizing the effects of (water-related) disasters.

Early Warning (EW) – work addressing the effective combination of the four components: improve risk knowledge, monitoring and warning service, dissemination and outreach, and improving response capability.

Energy (EN) – addresses work done on the water-energy nexus e.g. on hydropower or water and biofuels.

Environmental Protection and Restoration (EPR) – practice of protecting the natural environment or restoring a damaged resource/ecosystem, which may include various aspects of work on water quality and pollution, environmental flows, or, overall, sustainability.

Extreme Events (EE) – Phenomena that are at the extremes of historical distribution, here "serious hydrological imbalances", such as (major) floods and droughts.

Infrastructure (INF) – refers to work related to the development and operational management of a wide range of hydraulic works ranging from surface water sewers to large dams.

Integrated Water Resources Management (IWRM) – Process that promotes the coordinated development and management of water, land and related resources, in order to maximize the resultant economic and social welfare in an equitable manner without compromising the sustainability of vital ecosystems.

Legal, Political and Institutional Aspects (LPI) – is related to work aimed at achieving sustainable water resources management by revising the legal, political or institutional framework.

Monitoring and Assessment (MA) – refers in its broadest sense to keeping "water under review" as well as assessing the achievement of strategic goals and targets in that context.

Public Health (PH) – any work related to preventing diseases that arise from water. Public health is referring to an organized effort of society (and its actors) to promote health.

Resilience (Building Resilience) (RES) – The capacity of societies or societal groups to cope with extreme situations and to return to its original state after a period of deformation. Strengthening this coping capacity means building resilience.

Stakeholder / Public Participation (SPP) – supports the involvement of stakeholders (those who make decisions about water management or are affected by water management) and the wider public in areas such as awareness raising, identifying of objectives, agreeing on policies and success criteria, or building adaptive capacity.

Transboundary Waters / Shared Waters (TW) – any work related to water transcending national boundaries excluding open oceans, territorial seas and coastal waters.

Water Supply and Sanitation (WSS) – process or activity by which water is provided for some use, e.g., to a home, factory, or business/the source and delivery of such water/ includes any work related to water abstraction which is supplied to users and the provision of sanitation

Water Efficiency (WE) – refers to work aimed at reducing the waste of water (required for a particular purpose) / indicator of the relationship between the amount of water required for a particular purpose and the amount of water used or delivered

b) Project type

Advocacy and Awareness (AA) – any active support of an idea or concept among particular groups of people

Assessment (ASS) – refers here to an overall evaluation of a situation or the achievement of a given goal in a wider context than a single water body.

Capacity Development (CD) – refers to any work supporting individuals or collective entities to obtain, strengthen and maintain the capabilities to set and achieve their own development objectives over time.

Data (Collection and Management) (DCM) – refers to the gathering, storage and presentation of quantitative and qualitative information

Dialogue, Coordination and Cooperation (DCC) – refers to the use of moderated platforms/dialogues, facilitating the achievement of a joint goal or effort, building trust throughthe process of working or acting together, as well as learning and exchange of experience

Financing (FIN) – refers to active provision and management of funds to support water-related activities.

Guidance Materials / Best Practices (GBP) – refers to development of documents or other media publications that provide policy makers and practitioners with what others consider good options, procedures and examples.

Knowledge Management (KM) – refers to any process, tool or network facilitating the exchange and storage of insights and experiences

Policy and Planning Advice, Mainstreaming (PPM) – providing policy and planning advice for various stakeholders; mainstreaming is an assessment of implications of a planned activity for a certain topic and to make it an integral part of the design, implementation and monitoring process (e.g. gender mainstreaming or mainstreaming climate change adaptation into development plans)

Research (RES) – refers to water-related systematic (academic) investigations.

Technical Assistance (TA) – work that helps solving specific problems with a product/technology rather than providing training, customization, or other support services, this function includes technology transfer too.