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## 1. BACKGROUND

*“As per the request of the G20 Development Working Group, the prototype of the Social Protection Knowledge Sharing Gateway was developed in July 2012 with the intention of serving as a repository of learning resources on social protection to policymakers, development practitioners and specialists, with a focus on MICs, LICs and on South-South and Triangular Cooperation. The unbranded platform, hosted by the [International Policy Centre for Inclusive Growth \(IPC-IG\)](#) and facilitated by the [Department of Foreign Affairs and Trade \(DFAT\)](#) of Australia, represents an amalgamation of multiple databases on social protection. It also hosts online communities and forum discussions on specific issues and areas.”<sup>1</sup>*

This guide is addressed to people that will classify and upload CONTENT (documents, news, events and programmes) to socialprotection.org. The aim of this guide is to provide a theoretical background to classify the content according to our taxonomy. Please also refer to the ‘Publication upload guidelines’.

## 2. CONTENT

The socialprotection.org platform hosts a variety of content (publications, news, events, programmes etc) about Social Protection (mostly in developing countries). We are using a broad definition of Social Protection to encompass the definitions of various agencies and governments.

For an overview of the definitions of Social Protection, please refer to the ‘[What is Social Protection?](#)’ section.

- 2.1) In broad terms, Social Protection (SP) consists in policies and programmes implemented by a government, with possible financial and/or technical support from International Organisations (IOs), addressed to specific groups of poor and vulnerable people.
- 2.2) Socialprotection.org offers Social Protection content specifically, and not about other social policies. For instance, health, education and agriculture policies are considered social policies, but when addressed to the whole population, they are not strictly Social Protection. By Social Protection we are referring to policies and programmes especially targeted to vulnerable, poor,

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<sup>1</sup> Socialprotection.org (2015). ‘About’, socialprotection.org, <<http://socialprotection.org/about>> (accessed 25 June 2018).

or specific groups of the population. Usually the management of Social Protection policies and programmes falls under the jurisdiction of ministries dealing with the needs of specific groups of people.

### 3. THE SOCIALPROTECTION.ORG FILTERS

In [socialprotection.org](https://socialprotection.org), content (Publications, News, Events etc.) is classified in these main categories: Social Protection Programmes; Social Protection Topics; Cross-Cutting Areas; Geographic Area (Country and Region); Population Group; Authorship; Document Type; and Content Type.

- **Social Protection Programmes**

Each agency has its own approach to social protection and each author classifies programmes according to the purpose of the study. We have created a new neutral classification, integrating features from different approaches.

- **Social Protection Topics**

Social Protection topics are defined as all the subjects related to the design, implementation and monitoring of SP programmes/policies and to theoretical and operational approaches to Social Protection.

- **Cross-Cutting Areas**

The idea of this category is to offer the user the possibility of searching according to the main social/policy areas that interact with social protection and that are analysed by the documents.

#### 3.1 Social Protection Programmes

The main programme categories are: Social Assistance; Social Insurance; Labour Market Programmes/ Public Work/ Productive Inclusion; and Microfinance.

In the cases of Publications, News and Events, the authors clearly state the category of programmes being examined. However, in some cases, the author only states the programme name (e.g. *Bolsa Família*). In such cases, the classifier should search inside the text for the type of programme (e.g. Conditional Cash Transfer) and classify the document according to the corresponding category.

Each category is explained in detail as follows:

### 3.1.1 Social Assistance

By ‘Social Assistance’ we are referring to non-contributory programmes. To avoid an excessively detailed and lengthy classification, and address different interests, we have selected a few general categories: **Social Transfers, Subsidies, and Social Support Services**.

Sometimes, Social Assistance is also defined as ‘Safety Net’; in developed countries, it might also be termed ‘Welfare’.

Relevant SP programmes (such as **Non-contributory funeral grants, Non-contributory unemployment benefits, Non-contributory disability benefits, Non-contributory old age pensions**) are not excluded by the classification but rather are implicitly included in the ‘Cash transfers’ category, because they consist in monetary transfers targeting specific groups. In fact, we have decided to give more prominence to the distinction between conditional and unconditional programmes.

In the following table, we define:

- 1) The definition of programmes, in black and inside parentheses.
- 2) Programmes implicitly included in a given category, colored and inside parentheses.

<b>General</b>		
<b>Social transfers:</b> (Consisting in a transfer in cash or in kind to households in need)		

	<p><b>General</b> (Select this category if a document is about Social Transfers in general, without a specific focus on one of the subcategories)</p>	
	<p><b>Cash transfers:</b> (Money distributed to individuals and households<sup>2</sup>) (In this category are implicitly included: <b>Non-contributory funeral grants; Non-contributory unemployment benefits; Non-contributory disability benefits; Non-contributory old age pensions</b>)</p>	
		<p><b>Conditional cash transfers:</b> (Cash distributed to individuals or households on the condition that these undertake specified activities, e.g. that children attend school or that mothers attend primary health centres<sup>3</sup>)</p>
		<p><b>Unconditional cash transfers:</b> (Cash transferred to individuals and/or households without any conditions or requirements<sup>4</sup>)</p>
	<p><b>In kind transfers:</b> (Non-cash transfers, e.g. wheat, flour<sup>5</sup>, food)</p>	

<sup>2</sup> Barrientos, A. et al (2010). 'Social Assistance in Developing Countries Database', Chronic Poverty Research Centre, <<http://www.chronicpoverty.org/publications/details/social-assistance-in-developing-countries-database>> (accessed 25 June 2018).

<sup>3</sup> Barrientos, A. et al (2010). 'Social Assistance in Developing Countries Database', Chronic Poverty Research Centre, <<http://www.chronicpoverty.org/publications/details/social-assistance-in-developing-countries-database>> (accessed 25 June 2018).

<sup>4</sup> Barrientos, A. et al (2010). 'Social Assistance in Developing Countries Database', Chronic Poverty Research Centre, <<http://www.chronicpoverty.org/publications/details/social-assistance-in-developing-countries-database>> (accessed 25 June 2018).

<sup>5</sup> Barrientos, A. et al (2010). 'Social Assistance in Developing Countries Database', Chronic Poverty Research Centre, <<http://www.chronicpoverty.org/publications/details/social-assistance-in-developing-countries-database>> (accessed 25 June 2018).

		<b>Conditional in-kind transfers:</b> (In kind goods distributed to individuals or households on the condition that these undertake specified activities, e.g. that children attend school or that mothers attend primary health centres <sup>6</sup> )
		<b>Unconditional in-kind transfers:</b> (In kind goods transferred to individuals and/or households without any conditions or requirements <sup>7</sup> )
		<b>School feeding programmes:</b> (Programmes that provide meals to school age children to contribute to poverty reduction and food security <sup>8</sup> )
<b>Subsidies</b> (Government or private sector subsidies are sometimes classified as social protection if they enhance access for the poor or act as safety nets. Subsidies can keep prices low for basic goods and services consumed by the poor) <sup>9,10</sup>		
	<b>General</b>	
	<b>Educational fee waiver</b>	

<sup>6</sup> Our elaboration on Barrientos, A. et al (2010). 'Social Assistance in Developing Countries Database', Chronic Poverty Research Centre, < <http://www.chronicpoverty.org/publications/details/social-assistance-in-developing-countries-database>> (accessed 25 June 2018).

<sup>7</sup> Our elaboration on Barrientos, A. et al (2010). 'Social Assistance in Developing Countries Database', Chronic Poverty Research Centre, < <http://www.chronicpoverty.org/publications/details/social-assistance-in-developing-countries-database>> (accessed 25 June 2018).

<sup>8</sup> World Food Programme (WFP) (n. d.), <<https://www.wfp.org/operations/200045-promotion-sustainable-school-feeding>> (accessed 10 July 2018).

<sup>9</sup> Browne E. (n.d.), 'Types of Social Protection', GSDRC, <<http://www.gsdr.org/topic-guides/socialprotection/types-of-social-protection/>> (accessed 25 June 2018).

<sup>10</sup> Norton, A., Conway, T. & Foster, M. (2001). 'Social protection concepts and approaches: Implications for policy and practice in international development', < <https://www.odi.org/sites/odi.org.uk/files/odi-assets/publications-opinion-files/2999.pdf>> ODI Working Paper 143. London, ODI. (accessed 25 June 2018).

	<b>Food Subsidies</b>	
	<b>Fuel and electricity subsidies</b>	
	<b>Housing subsidies</b>	
	<b>Non-contributory health insurance</b>	
	<b>Transport subsidies</b>	
<b>Social Support Services:</b> <i>In this category are included: social care services (e.g. psychosocial care services or counselling) for children, elderly, women, disabled, immigrants etc.</i>		

### 3.1.2 Social Insurance

By ‘Social Insurance’ we refer to contributory programmes. *“Social insurance schemes are contributory programmes in which beneficiaries make regular financial contributions in order to join a scheme that will reduce risk in the event of a shock”<sup>11</sup>.*

Please note that ‘contributory social insurance’, particularly regarding formal workers, could be defined by some authors/agencies as ‘Social Security’. The schemes could be targeted at several kinds of events or changes in the lives of individuals, such as: Disability; Death; Illness; Maternity/Paternity; Old-age; Unemployment; Work-Related Injury (respectively reported on the following table).

<b>General</b>
<b>Disability insurance</b>
<b>Funeral grants</b>
<b>Health insurance</b>
<b>Maternity/Paternity benefits</b>

<sup>11</sup> Browne E. (n.d.), ‘Types of Social Protection’, GSDRC, <<http://www.gsdr.org/topic-guides/socialprotection/types-of-social-protection/>> (accessed 14 September 2015).



Old-age pension
Unemployment insurance
Work injury insurance

### 3.1.3 Labour Market Programmes/Public Works/Productive Inclusion

This category encompasses three different sub-categories of programmes related to the labour market that can overlap among themselves. Such an overlap is the reason why we did not create a stricter classification.

The main sub-categories are:

- 1) **‘Labour market programmes’** *“provide protection for poor people who are able to work. Interventions can be both active and passive: active programmes include training and skills development and employment counselling, while passive interventions include unemployment insurance, income support and changes to labour legislation, for example in establishing a minimum wage or safe working conditions. Labour market interventions can run alongside various social assistance and cash transfer programmes and can be integrated into longer-term development strategies.”<sup>12</sup>*

In the following table, we show the subcategories of labour market programmes and their corresponding definition, in black and inside parentheses.

<b>Training</b> (programmes aimed at developing labour skills)
<b>Unemployment benefits</b> (contributory and/or non-contributory cash transfers targeting unemployed people)

<sup>12</sup> Browne E. (n.d.), ‘Types of Social Protection’, GSDRC, <<http://www.gsdr.org/topic-guides/socialprotection/types-of-social-protection/>> (accessed 14 September 2015).

**Wage subsidies** (“payment to worker or firm based on wages earned or paid”; in developing countries they are mostly addressed to workers and introduced in response to economic crisis or spike in unemployment”<sup>13</sup>)

Please note that Unemployment benefits and Unemployment Insurance are included in both Social Insurance and Labour Market Programmes, and implicitly also in Social Assistance. How to classify them?

- a) When Unemployment Benefits are non-contributory, they should be classified as ‘Social Assistance’ under the category ‘Cash Transfers’ **and also** as Labour Market Programmes under the category ‘Unemployment Benefits’.
  - b) When Unemployment Benefits are contributory, they should be classified as ‘Social Insurance’ under the category ‘Unemployment Insurance’ **and** as ‘Labour Market Programme’ under the category ‘Unemployment Benefits’.
- 2) **“Public work”** refers mostly to Cash or Food for work. This type of intervention is targeted at working-age household members who are able to provide labour in exchange for cash or food. Oftentimes the work consists of public infrastructure or other kinds of jobs that benefit the whole community.

In the following table, we list the subcategories of ‘Public Work’ programmes, and their corresponding definitions in black and inside parentheses.

**Cash for work** (Cash transfers distributed to vulnerable individuals or households in exchange for labour)<sup>14</sup>

<sup>13</sup> Orr, L.L. & Almeida R.K. (2012). ‘Wage Subsidies in Developing Countries: Design and Implementation’ Presented at the IZA/World Bank/OECD Conference on Activation and Employment Support Policies, Istanbul, Turkey, April 30, 2012. <[http://www.iza.org/conference\\_files/ALMP2012/orr\\_I7603.pdf](http://www.iza.org/conference_files/ALMP2012/orr_I7603.pdf)> (accessed 14 September 2015).

<sup>14</sup> Barrientos, A. et al (2010). ‘Social Assistance in Developing Countries Database’, Chronic Poverty Research Centre, <[http://www.chronicpoverty.org/uploads/publication\\_files/social-assistancedatabase-version-5.pdf](http://www.chronicpoverty.org/uploads/publication_files/social-assistancedatabase-version-5.pdf)> (accessed 16 June 2015).

**Food for work** (Food distributed to individuals or households in exchange for labour)<sup>15</sup>

- 3) **‘Productive inclusion’** *“consists in promoting activities aimed to create jobs and enable poor families to have a source of income. Urban and rural areas require specific approaches and policies due to the nature of their economic activities”<sup>16</sup>.*

In the following table, we list the subcategories of ‘Productive Inclusion’ programmes, and their corresponding definition in black and in parentheses.

**Sustainable livelihood programmes** (programmes that *“offers both a conceptual and a programming framework for poverty reduction in a sustainable manner”<sup>17</sup>*)

**Purchases from smallholder farmers** (They *“aim to support smallholder farmers in one of the most difficult aspects of the productive process: gaining market access for the produce they grow”*. These programmes *“allow farmers to sell their produce to local public institutions such as hospitals, community canteens, food banks, orphanages and charities, without the need for a public bidding process.”<sup>18</sup>*)

### 3.1.4 Microfinance

Some authors define this category as social protection, while others do not agree. We have decided to include it due to our inclusive approach. *“Microfinance offers a mechanism, by which, organizations such as banks, non-governmental organizations (NGO), non-bank financial institutions and*

<sup>15</sup> Barrientos, A. et al (2010). ‘Social Assistance in Developing Countries Database’, Chronic Poverty Research Centre, <[http://www.chronicpoverty.org/uploads/publication\\_files/social-assistancedatabase-version-5.pdf](http://www.chronicpoverty.org/uploads/publication_files/social-assistancedatabase-version-5.pdf)> (accessed 16 June 2015).

<sup>16</sup> WWP (n.d.) ‘Productive Inclusion’, WWP, <<https://www.wwp.org.br/pt-br/node/220>> (accessed 14 September 2015).

<sup>17</sup> Krantz, Lasse (2001). The Sustainable Livelihood Approach to Poverty Reduction, Swedish International Development Cooperation Agency, <[https://www.sida.se/contentassets/bd474c210163447c9a7963d77c64148a/the-sustainable-livelihood-approach-to-poverty-reduction\\_2656.pdf](https://www.sida.se/contentassets/bd474c210163447c9a7963d77c64148a/the-sustainable-livelihood-approach-to-poverty-reduction_2656.pdf)> (accessed in 29 June 2018).

<sup>18</sup> IPC-IG (2013). *Structured Demand and Smallholder Farmers in Brazil: the Case of PAA and PNAE*. Brasília, IPC-IG, <<http://www.ipc-undp.org/pub/IPCTechnicalPaper7.pdf>> (accessed 14 September 2015).

*governments offer financial services (loans, saving, money transfer services and microinsurance) to the poor*<sup>19</sup>.

In our case we refer mostly to microfinance programmes supported or implemented by the government, to offer financial services to specific groups of people for specific or general purposes.

### 3.2 Social Protection Topics

In the following table, we list the main social protection topics, as well as their definitions in parentheses.

<b>Benefits level</b> (Content about the adequacy of the amount of benefits delivered to beneficiaries)
<b>Benefits payment/delivery</b> (Content about the methods through which benefits are transferred to the targeted groups)
<b>Conditionalities</b> (Content about conditionalities for beneficiaries of SP programmes. “In the context of social welfare, the term conditionality refers to (...) households or individuals who receive government transfers conditional on some form of behavioral compliance.” <sup>19</sup> )
<b>Coverage</b> (Content about the coverage of SP programmes in terms of number of beneficiaries and geographic areas)
<b>Feedback and Complaints mechanisms</b> (Content about the mechanisms that beneficiaries and/or potential beneficiaries can use to inform social workers about complaints, grievances and feedback regarding social protection programmes)
<b>Financing Social Protection</b> (Content about the financial funding and sustainability of SP programmes as well as documents regarding the level of SP expenditure)
<b>Governance</b> (Content about strategic and macro policy issues and management, organisational arrangements and administrative operations of social protection policies and programmes)

<sup>19</sup> Arun, T. & Murinde, V. (2010). ‘Microfinance Regulation and Social Protection’, Paper prepared for the Conference on “Experiences and lessons from social protection programmes across the developing world: what role for the EU?”, organised by the European Report of Development in Paris, France, 17-18 June, 2010.

<<http://erd.eu.eu/media/BackgroundPapers/Arun-Murinde.pdf>> (accessed 14 September 2015). <sup>19</sup> Schüring, E. (2010). ‘Conditions, conditionality, conditionalities, responsibilities – finding common ground’, *Maastricht Graduate School of Governance Working Paper*, No. 2010WP014. Maastricht, Maastricht Graduate School of Governance.

<p><b>Informal Social protection</b> (Content about informal social protection. “Informal social protection encompasses those arrangements and actions taken by an individual or groups of individuals that are not guided by formal legal regulations but are not necessarily contravening these laws and regulations.”<sup>20</sup>)</p>
<p><b>Labour regulation</b> (Content about labour regulation in general: legislations, workers’ rights, labour policies, etc.)</p>
<p><b>Legislation</b> (Content about preparation and enactment of laws by a legislative body through its lawmaking process<sup>21</sup>)</p>
<p><b>Monitoring and evaluation</b> (Content about mechanisms and strategies to monitor and evaluate social protection programmes)</p>
<p><b>Political economy</b> (Content about linkages between politics and economics, drawing on theories of economics, law as well as political and social sciences<sup>22</sup>)</p>
<p><b>Programme Graduation</b> (Content about the graduation of beneficiaries from SP programmes)</p>
<p><b>Programme design and implementation</b> (Content about the design and implementation of social protection programmes)</p>
<p><b>Single Registry/Unified Database/MIS</b> (Content about single registries. A Single Registry “is a registry—organized into a database—of all people and households registered—interviewed if using a census for data collection or application submission with an on demand approach.”<sup>23</sup>)</p>
<p><b>Social Protection definition and features</b> (Content that provides an overview about: what is SP, what are the main components of SP, the history of SP; the different approaches to SP; etc.)</p>
<p><b>Social Protection Floor (SPF)</b> (Content explicitly about the concept of Social Protection Floor (SPF) elaborated by the ILO. The SPF “is an approach that promotes an integrated set of social policies designed to guarantee income security and access to essential social services for all, paying particular attention to vulnerable groups and protecting and empowering people across the life cycle”<sup>24</sup>.)</p>

<sup>20</sup> Oduro, A. D. (2010) *Formal and Informal Social Protection in Sub-Saharan Africa*, Paper Prepared for the ERD, <[http://erd.eui.eu/media/2010/Oduro\\_Formal%20and%20Informal%20Social%20Protection%20in%20Africa.pdf](http://erd.eui.eu/media/2010/Oduro_Formal%20and%20Informal%20Social%20Protection%20in%20Africa.pdf)> (accessed 16 June 2015).

<sup>21</sup> Cornell University Law School (2017). *‘Legislation: an overview’*, [Legal Information Institute](http://www.legalinformationinstitute.org/uk/resources/primary/legislation/legislation-overview/)

<sup>22</sup> World Bank (n.d.). *‘Dimensions of Political Economy’*

<sup>23</sup> Barca, V. & Chirchir, R. (2014). *Single registries and integrated MISs: De-mystifying data and information management concepts*. Commonwealth of Australia, Department of Foreign Affairs and Trade. <<http://www.opml.co.uk/sites/default/files/Barca%20and%20Chirchir%20%282014%29%20Data%20and%20Information%20Managemnt%20for%20Social%20Protection.pdf>> (accessed 14 September)

<sup>24</sup> ILO (2011). *Social protection floor for a fair and inclusive globalization. Report of the Social Protection Floor Advisory Group*. Geneva, ILO. <[http://www.ilo.org/wcmsp5/groups/public/---dgreports/--dcomm/---publ/documents/publication/wcms\\_165750.pdf](http://www.ilo.org/wcmsp5/groups/public/---dgreports/--dcomm/---publ/documents/publication/wcms_165750.pdf)> (accessed 14 September 2015).

<b>Social protection systems</b> (Content that refers to systemic approach to social protection, meaning the provision of coordinated/integrated interventions <sup>25</sup> )
<b>Targeting</b> (Content about targeting strategies for selecting beneficiaries of SP programmes)
<b>Universal Social Protection</b> (Content about the integrated set of policies designed to ensure income security and support to all– paying particular attention to the poor and the vulnerable. <sup>26</sup> )

### 3.3 Cross-Cutting Areas

The idea of this category is to offer the user the possibility of searching according to main social/policy areas. In general, we are not classifying documents about poverty or education but we are classifying content about social protection and the cross-cutting areas.

The sub-categories of ‘Cross-Cutting Areas’ are listed in the following table. They are self-explanatory, so they do not need further description. Moreover, we advise to follow the ‘tags’ or ‘theme’ proposed by the authors of the documents. However, in the table, when clarifications are necessary, they are highlighted in black and inside parentheses.

<b>Agriculture and rural development</b>	
<b>Consumption and expenditure</b>	
<b>Disability</b>	
<b>Disasters and crises</b>	
	<b>Humanitarian crisis</b>
<b>Education</b>	
<b>Environment and climate change</b>	
<b>Financial education and inclusion</b>	
<b>Food and nutritional security</b>	
<b>Gender</b>	
<b>Growth</b>	
<b>Health</b>	
	<b>General</b>

<sup>25</sup> Nyst, M., Sepúlveda, M.(2012). [The Human Rights Approach to Social Protection](#)

<sup>26</sup> ILO (n. d.). The World Bank Group and ILO Universal Social Protection Initiative. <  
[http://www.ilo.org/global/topics/social-security/WCMS\\_378991/lang--en/index.htm](http://www.ilo.org/global/topics/social-security/WCMS_378991/lang--en/index.htm)> (accessed 29 June 2018).

	<b>Child health</b>
	<b>HIV/AIDS</b>
	<b>Maternal Health</b>
<b>Housing and infrastructure</b>	
<b>Human capital</b>	
<b>Human rights</b>	
<b>Income-generating activities and asset accumulation</b> (we refer to choices at the households and individual levels)	
<b>Inequality</b> (Content about SP and social/economic inequality)	
<b>Labour market</b>	
	<b>General</b>
	<b>Child labour</b>
	<b>Informality</b>
	<b>Labour allocation decisions</b>
	<b>Migration/Remittances</b>
	<b>Unemployment</b>
<b>MDGs/SDGs</b>	
<b>Natural resources</b>	
<b>Poverty</b>	
<b>Resilience</b>	
<b>Risk and Vulnerability</b>	
<b>Social Inclusion</b>	
<b>Water, sanitation and hygiene</b>	

### 3.4 Geographic Coverage

Content can be classified according to the geographic areas they pertain to by country and/or by developing regions. The **Global** category should be used for content about global trends in general.

<b>Country</b>	
	<b>Global</b>
	<b>Africa</b>
	<b>America</b>

	Antarctica
	Asia
	Europe
	Oceania
<b>Region</b>	
	Global
	East Asia & Pacific
	Europe & Central Asia
	Latin America & Caribbean
	North America
	Middle East & North Africa
	South-Asia
	Sub-Saharan Africa

### 3.5 Authorship

The authors of the documents are classified according to 5 categories: **Government**, **International Organisation**, **Non-Governmental Organisation**, **Research Centre and Academia**, **Consulting firm** and **Other**. In the following table, we define the ‘Author/ publisher type’ categories.

When the document is drafted by an individual on behalf of an organisation: Select the Organisation name and also the category ‘Individual Authors’. Then you can type the name of the authors in the dedicated box.

<b>Government</b>
<b>International Organisation</b> (Bilateral, multilateral, and regional organisations including development banks and funds)
<b>Non-Governmental Organisation</b> (non-profit and sometimes international organizations independent of governments)
<b>Research Centres and Academia</b> (establishment founded for doing specialized research)
<b>Consulting firm</b> (experts that provides advice professionally)
<b>Individual Authors</b> (Select this category in conjunction with the others and type the authors names)
<b>Others</b> (It includes Contents produced by organizations that do not follow under the previous categories)



### 3.6 Population Group

This category concerns the population groups analysed by the document. In the following table, we present the definition for some categories, in black and in parentheses, while others do not need further definition and we suggest following the same terminology used in the content that is being classified.

<b>Children</b>	
<b>Elderly</b>	
<b>Ethnic groups</b> (we refer to ethnic minorities)	
<b>People living with HIV/AIDS</b>	
<b>Persons with disabilities</b>	
<b>Refugees</b>	
<b>Women</b>	
	<b>Mothers</b> (including pregnant women)
<b>Working-age group</b>	
<b>Youth</b>	

### 3.7 Document type

The document types included in the Publication tool are listed in the following table:

<b>Audio</b>
<b>Database</b>
<b>Infographic</b>
<b>Online Tools</b> (Interactive tools, such a toolbox, a toolkit, a map, a calculator. They can be also online package/courses composed of texts, videos, slides) <sup>27</sup>
<b>Photos</b>
<b>Slides</b>
<b>Text</b>

<sup>27</sup> Examples of Online Tools: <http://www.wahenga.net/node/295>

Video

### 3.8 Content type

In the following table, we provide some guidelines for defining each 'Content type'. One document could comprise more than one 'Content type' and then be classified under more than one category.

Content type	
	<b>Assessment Tools</b> (Documents about instruments able to assess the state of a social protection systems (or their components) in a given country over a period of time. Examples: Social Protection Index)
	<b>Case Studies</b> (Documents about one or more countries' experiences or reviews of case studies)
	<b>General Monitoring and Evaluation</b> (Documents that evaluate SP programmes, policies and systems)
	<b>General Review and Background Information</b> (Documents that offer basic information about one subject or a general overview on that subject)
	<b>Impact Evaluation</b> (Documents about the impact of policies and programmes on social/policy areas or indicators.)
	<b>Learning Tools</b> (Guides, manuals, toolkits and learning materials addressed to policy makers, project managers and researchers. Learning tools are documents that explain how to design, implement and evaluate social protection)
	<b>Legal Instrument</b> (a document that states contractual relationships or grants some right)
	<b>Policy document</b> (it provides details of the government's policy commitments, it is an implementation plan)

## 4. SOURCES OF INFORMATION

In most cases, the information for classifying content is present in the title of the document. For example:

“Final report on Programme XYZ targeting young females with HIV in Namibia.”

In this case, 3 things are clear. The paper is about a programme that targets women with HIV in a specific geographical area. However, a few other pieces of information are unclear, such as: type of programme, population group analysed by the document, author, content type, etc.

Since the Publication tool gathers different types of documents, in the following table we offer guidelines to help find the necessary information according to the document type.

Document type	Sources of information
AUDIO	Mandatory sources of information are: <b>Title and Tags (if any).</b>
DATABASE	Mandatory sources of information are: <b>Title and Tags (if any).</b>
INFOGRAPHIC	Mandatory sources of information are: <b>Title and Tags (if any).</b>
ONLINE TOOLS	Mandatory sources of information are: <b>Title and Tags (if any).</b>
PHOTOS	Mandatory sources of information are: <b>Title and Tags (if any).</b>
SLIDES	Mandatory sources of information are: <b>Title and Slides titles.</b>
TEXT	Mandatory sources of information are: <b>Title, Table of Contents and Keywords.</b> If the classifier cannot find all the necessary information, they should also read through the <b>Abstract, Introduction, Executive Summary or Chapter titles .</b>

<b>VIDEO</b>	Mandatory sources of information are: <b>Title and Tags (if any)</b> .
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## 5. A FOCUS ON THE PROGRAMME PROFILE TOOL

The Programme Profile is a tool that will be hosted by **socialprotection.org**.

The objective of the tool is to provide a description of the main social protection programmes around the world, using a common framework that allows for the comparability between programmes.

This section is addressed to those who will upload programmes, assuming that they have a basic knowledge of social protection programmes.

<b>Framework<sup>28</sup></b>	<i>Guidelines for filling in the table</i> (the user must add references to every uploaded information. The field 'references' will be available soon).
<b>Programme name</b>	
<b>Country</b>	<i>Country where the programme is implemented</i>
<b>Geographic area</b>	
<b>Previous Programme name (if any)</b>	
<b>Start date</b>	<i>State if the programme is still active</i>
<b>Programme objectives</b>	
<b>Programme type</b>	<i>Choose one or more options from the list of SP programmes (see section <a href="#">3.1 Social Protection Programmes</a>)</i>
<b>Programme components</b>	<i>State if the programme is composed of sub-programmes and describe them.</i>

<sup>28</sup> The programmes framework was created by IPC-IG.

<b>Conditionalities (if any)</b>	<i>(“In the context of social welfare, the term conditionality refers to (...) households or individuals who receive government transfers conditional on some form of behavioral compliance.”<sup>29</sup>)</i>
<b>Contribution type and amount (if any)</b>	<i>Beneficiary should provide money contribution in order to receive the benefits. (This category should be filled only in the case of contributory programmes)</i>
<b>Targeting methods</b>	<i>Choose options from the list of targeting methods (see the table below: Targeting Methods)</i>
<b>Targeted areas</b>	<i>Areas targeted by the programme</i>
<b>Target groups</b>	<i>(e.g. children, elderly, disabled etc.)</i>
<b>Eligibility criteria</b>	<i>Minimum requirements to be eligible to become a programme beneficiary</i>
<b>Eligibility reassessment (if any)</b>	
<b>Type of benefits</b>	<i>(e.g. cash, food, kind, services, etc)</i>
<b>Amount of benefits</b>	<i>In US Dollars (if available) or in local currency</i>
<b>Payment/ delivery frequency</b>	<i>State the frequency of the delivery of benefits (weekly, monthly, etc)</i>
<b>Benefits delivery mechanism</b>	<i>(Methods through which the benefits are transferred to the targeted groups, e.g. manual payments, transfers to bank accounts, etc.)</i>
<b>Benefit recipients</b>	<i>Person entitled to the benefits. (e.g. women, caregiver, etc.)</i>
<b>Minimum and maximum duration of benefits (if any)</b>	
<b>Coverage</b>	<i>If available, use percentages; if not, use absolute values  Use the latest available year (state the year in parentheses)</i>

<sup>29</sup> Schüring, E. (2010). ‘Conditions, conditionality, conditionalities, responsibilities – finding common ground’, *Maastricht Graduate School of Governance Working Paper*, No. 2010WP014. Maastricht, Maastricht Graduate School of Governance.

<b>Programme expenditure</b>	<i>If available use % of the GDP, if not use absolute values. Use the latest available year (state the year in parentheses)</i>
<b>Institutions and agencies involved</b>	<i>Ministries in charge of the programme and International Organisations or NGOs that support the government during one or phases of the programme.</i>
<b>Monitoring and evaluation mechanisms and frequency</b>	<i>“(…) monitoring tools allow an assessment of the extent to which an intervention has been evolving (tracking performance on expected results) and involve routine collection of administrative and programme-specific data (..). Evaluation, on the other hand, entails assessing specific areas of a programme’s implementation and operation (process evaluations) as well as assessing the impacts of interventions on outcomes (impact evaluations)<sup>30</sup>”</i>

### TARGETING METHODS<sup>31</sup>

Targeting Method	Description
<b>Means Test</b>	A means test is a method that aims to target all individuals/households that satisfy some objective criteria and are characterised by a level of living standards below a certain threshold, according to a given indicator.
<b>Proxy Means Test</b>	This method consists in targeting individuals/households below a given threshold by scoring and weighting observable characteristics as proxies for given measures of well-being.
<b>Categorical Targeting</b>	Categorical targeting consists in selecting individuals belonging to a certain category of people using observable characteristics that do not require the collection of a large amount of data.

<sup>30</sup> UNICEF (2012). ‘Integrated Social Protection Systems - Enhancing Equity for Children. UNICEF Social Protection Strategic Framework’, UNICEF, <[http://www.unicef.org/socialprotection/framework/files/UNICEF\\_SPSFramework\\_whole\\_doc\(1\).pdf](http://www.unicef.org/socialprotection/framework/files/UNICEF_SPSFramework_whole_doc(1).pdf)> (accessed 16 June 2015).

<sup>31</sup> Sources: IPC-IG (forthcoming)

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<b>Geographical Targeting</b>	Only the individuals living in a certain area are considered eligible for a programme.
<b>Community-Based Targeting</b>	Community-based targeting selects eligible households based on the assessment of a selected team of community members and leaders.
<b>Self-Targeting</b>	Self-targeting is based on a self-selecting mechanism as part of programmes designed so that only a given category of people applies for benefits.