

CSO User Roles & Permissions: HQ administrator

Objective: Understand the activities a user can do based on the roles assigned to them by their organization

HQ Administrator is a civil society organization user with full administrative and editing permissions on the organization's account. This role is automatically granted to the user registering the organization's account on the portal. The HQ administrator can grant this role to any other in their organization. The HQ Administrator has the same permissions at both HQ and Country levels. *The HQ Administrator role is only applicable to those CSOs that are international NGOs.*

Steps	Activities	Permissions	Notes
1	View organization's dashboard, UN data and all other activity on the portal	YES	The HQ administrator can view this information for the headquarters and all activated country office profiles
2	Complete and edit organization's headquarters' profile	YES	
3	Provision country office profiles	YES	
4	Add users to organization's Headquarters account and assign them user roles	YES	
5	Add users to organization's country account and assign them user roles	YES	
6	Complete and edit country profile(s) for the organization	YES	
7	View all country profiles for the organization	YES	
8	View country profile for assigned country	NA	
9	Submit requests for clarifications or further information on a call for expressions of interest	YES	The user must toggle into its country office account to submit requests for clarifications or further information
10	Apply to a call for expressions of interest	YES	The user must toggle into its country office account to apply to a CFEI
11	Submit an unsolicited concept note	YES	The user must toggle into its country office account to submit an unsolicited concept note
12	View all applications submitted by the organization to the UN	YES	
13	View applications submitted by my assigned country to the UN	NA	
14	Accept or decline partnership opportunity	YES	The user must toggle into its country office account to accept or decline a partnership opportunity.

CSO User Roles & Permissions: HQ Editor

Objective: Understand the activities a user can do based on the roles assigned to them by their organization

HQ Editor is a civil society user with full edit permissions on their organization's account. This permission extends to the ability to submit applications to the UN and accept or decline partnership offers from the UN on behalf of their organization. This user has the same permission at both headquarters and Country levels. *The HQ Editor role is only applicable to those CSOs that are international NGOs.*

Steps	Activities	Permissions	Notes
1	View organization's dashboard, UN data and all other activity on the portal	YES	The HQ editor can view this information for the headquarters and all activated country office profiles
2	Complete and edit organization's headquarters' profile	YES	
3	Provision country office profiles	NO	
4	Add users to organization's Headquarters account and assign them user roles	NO	
5	Add users to organization's country account and assign them user roles	NO	
6	Complete and edit country profile(s) for the organization	YES	
7	View all country profiles for the organization	YES	
8	View country profile for assigned country	NA	
9	Submit requests for clarifications or further information on a call for expressions of interest	YES	The user must toggle into its country office account to submit requests for clarifications or further information
10	Apply to a call for expressions of interest	YES	The user must toggle into its country office account to apply to a CFEI
11	Submit an unsolicited concept note	YES	The user must toggle into its country office account to submit an unsolicited concept note
12	View all applications submitted by the organization to the UN	YES	
13	View applications submitted by my assigned country to the UN	NA	
14	Accept or decline partnership opportunity	YES	The user must toggle into its country office account to accept or decline a partnership opportunity.

CSO User Roles & Permissions: HQ Reader

Objective: Understand the activities a user can do based on the roles assigned to them by their organization

HQ Reader is a civil society user with view permissions on their organization's account. This user has the same permission at both headquarters and Country levels. *The HQ Reader role is only applicable to those CSOs that are international NGOs.*

Steps	Activities	Permissions	Notes
1	View organization's dashboard, UN data and all other activity on the portal	YES	The HQ editor can view this information for the headquarters and all activated country office profiles
2	Complete and edit organization's headquarters' profile	NO	
3	Provision country office profiles	NO	
4	Add users to organization's Headquarters account and assign them user roles	NO	
5	Add users to organization's country account and assign them user roles	NO	
6	Complete and edit country profile(s) for the organization	NO	
7	View all country profiles for the organization	YES	
8	View country profile for assigned country	NA	
9	Submit requests for clarifications or further information on a call for expressions of interest	NO	The user must toggle into its country office account to submit requests for clarifications or further information
10	Apply to a call for expressions of interest	NO	The user must toggle into its country office account to apply to a CFEI
11	Submit an unsolicited concept note	NO	The user must toggle into its country office account to submit an unsolicited concept note
12	View all applications submitted by the organization to the UN	YES	
13	View applications submitted by my assigned country to the UN	NA	
14	Accept or decline partnership opportunity	YES	The user must toggle into its country office account to accept or decline a partnership opportunity.

CSO User Roles & Permissions: Administrator

Objective: Understand the activities a user can do based on the roles assigned to them by their organization

Administrator is a civil society organization user with full administrative and editing permissions on the organization's account. For national NGOs, this role is automatically granted to the user registering the organization's account on the portal and to any other user the administrator grants this permission. For INGOs, this role is granted by the HQ administrator.

Steps	Activities	Permissions	
		INGO Country Office	National NGO
1	View organization's dashboard, UN data and all other activity on the portal	YES	YES
2	Complete and edit organization's headquarters' profile	NO	NA
3	Provision country office profiles	NO	NA
4	Add users to organization's Headquarters account and assign them user roles	NO	NA
5	Add users to organization's country account and assign them user roles	YES	YES
6	Complete and edit country profile(s) for the organization	YES	YES
7	View all country profiles for the organization	NO	NA
8	View country profile for assigned country	YES	YES
9	Submit requests for clarifications or further information on a call for expressions of interest	YES	YES
10	Apply to a call for expressions of interest	YES	YES
11	Submit an unsolicited concept note	YES	YES
12	View all applications submitted by the organization to the UN	NO	NA
13	View applications submitted by my assigned country to the UN	YES	YES
14	Accept or decline partnership opportunity	YES	YES

CSO User Roles & Permissions: Editor

Objective: Understand the activities a user can do based on the roles assigned to them by their organization

Editor is a civil society user with full edit permissions on their organization's account. This permission extends to the ability to submit applications to the UN and accept or decline partnership offers from the UN on behalf of their organization.

Steps	Activities	Permissions	
		INGO Country Office	National NGO
1	View organization's dashboard, UN data and all other activity on the portal	YES	YES
2	Complete and edit organization's headquarters' profile	NO	NA
3	Provision country office profiles	NO	NA
4	Add users to organization's Headquarters account and assign them user roles	NO	NA
5	Add users to organization's country account and assign them user roles	NO	NO
6	Complete and edit country profile(s) for the organization	YES	YES
7	View all country profiles for the organization	NO	NA
8	View country profile for assigned country	YES	YES
9	Submit requests for clarifications or further information on a call for expressions of interest	YES	YES
10	Apply to a call for expressions of interest	YES	YES
11	Submit an unsolicited concept note	YES	YES
12	View all applications submitted by the organization to the UN	NO	NA
13	View applications submitted by my assigned country to the UN	YES	YES
14	Accept or decline partnership opportunity	YES	YES

CSO User Roles & Permissions: Reader

Objective: Understand the activities a user can do based on the roles assigned to them by their organization

Reader is a civil society user with view permissions on their organization’s account

Steps	Activities	Permissions	
		INGO Country Office	National NGO
1	View organization’s dashboard, UN data and all other activity on the portal	YES	YES
2	Complete and edit organization’s headquarters’ profile	NO	NA
3	Provision country office profiles	NO	NA
4	Add users to organization’s Headquarters account and assign them user roles	NO	NA
5	Add users to organization’s country account and assign them user roles	NO	NO
6	Complete and edit country profile(s) for the organization	NO	NO
7	View all country profiles for the organization	NO	NA
8	View country profile for assigned country	YES	YES
9	Submit requests for clarifications or further information on a call for expressions of interest	NO	NO
10	Apply to a call for expressions of interest	NO	NO
11	Submit an unsolicited concept note	NO	NO
12	View all applications submitted by the organization to the UN	NO	NA
13	View applications submitted by my assigned country to the UN	YES	YES
14	Accept or decline partnership opportunity	NO	NO