



UNECA

# ECA Fellowship Alumni Community of Practice (CoP)

USER MANUAL

## 1 OVERVIEW

The **ECA Fellowship Alumni Platform** is a peer-driven digital space designed to foster knowledge exchange, professional networking, and collaboration among alumni of the Economic Commission for Africa (ECA) Fellowship Programme. This platform serves as a hub for former fellows early and mid-career professionals in academia, the public sector, and international development institutions to stay connected, share experiences, and contribute to transformative development initiatives across the continent.

As part of ECA's commitment to building a pool of highly skilled African professionals, the Fellowship Programme offers practical, on-the-job experience in a multicultural UN environment, aimed at developing technical competencies, research skills, and leadership through mentorship and training. The Alumni Platform continues this journey by providing a space for ongoing engagement, collaboration, and professional growth.

This manual offers step-by-step guidance on how to actively participate on the platform whether by initiating or contributing to discussions, collaborating on projects, or sharing and accessing knowledge resources. It is designed to help you make the most of the platform's features and tools to stay informed, connected, and engaged with fellow alumni and ongoing development efforts across the continent.

We invite you to explore this manual, get familiar with the platform's functions, and participate in the dynamic community of ECA Fellowship alumni to maximize the benefits of this collaborative knowledge network.

### 1.1 PURPOSE

This manual offers comprehensive, step-by-step guidance on effectively using the **ECA Fellowship Alumni Platform**. It is designed to help alumni navigate the platform, engage in meaningful discussions, manage their profiles, collaborate with peers, and share or access valuable knowledge and resources related to professional development and transformative initiatives across Africa.

## 2 GETTING STARTED

To get access to the application, enter the website link ([--](#)) in your browser, click and get directed to the Welcome page.



# FELLOWSHIP ALUMNI PLATFORM

## COMMUNITY OF PRACTICE



- Home
- About
- Cohorts
- Thematic Areas
- Browse
- Events
- Participate
- Resources



54+ Countries      125+ Fellows      105+ Fellows Projects

### HOT DISCUSSIONS

### ACTIVE FELLOWS

- koutchogna**  
Join Date: 10 days ago
- bezawitteme**  
Join Date: 10 days ago
- ibroassiba**  
Join Date: 10 days ago
- vuulika**  
Join Date: 10 days ago
- MichaelAtagbuzia**  
Join Date: 4 days ago
- dr.iselotlegeng**  
Join Date: 10 days ago
- chris.ngugabe**  
Join Date: 10 days ago

[Start Discussion](#)

### ONLINE USERS

### LATEST DISCUSSIONS

[Read More >>](#)

### RECENTLY SHARED FILE

[Read More >>](#)

### RECENT BLOG

[Read More >>](#)

### LATEST TWEET

**ECA** @ECA\_OFFICIAL · 12h  
« J'ai accueilli auj. le Comité consultatif indépe d'audit ; avons examiné commt un contrôle eff une gest\* intelligente des risques & des réform factuelles améliorent les résultats. La responsal est aussi une quest\* d'impact », @claverGatele #UNAAccountability

**ECA** @ECA\_OFFICIAL · 13h  
"Today at ECA, I welcomed the Independent At Advisory Committee. We explored how effectiv"

3

Online

135

Users

0

Topics

0

Posts

### About

The ECA fellowship programme provides practical, on-the-job experience to young professionals in the early and middle stages of their careers in academia, the public sector or international development institutions by providing them with an opportunity to learn in the multicultural environment of the United Nations and to contribute to the work of ECA.

### Quick Links

- ECA Rosters of Fellows
- ECA Fellows Project
- How to Participate
- FAQ

### Follow Us



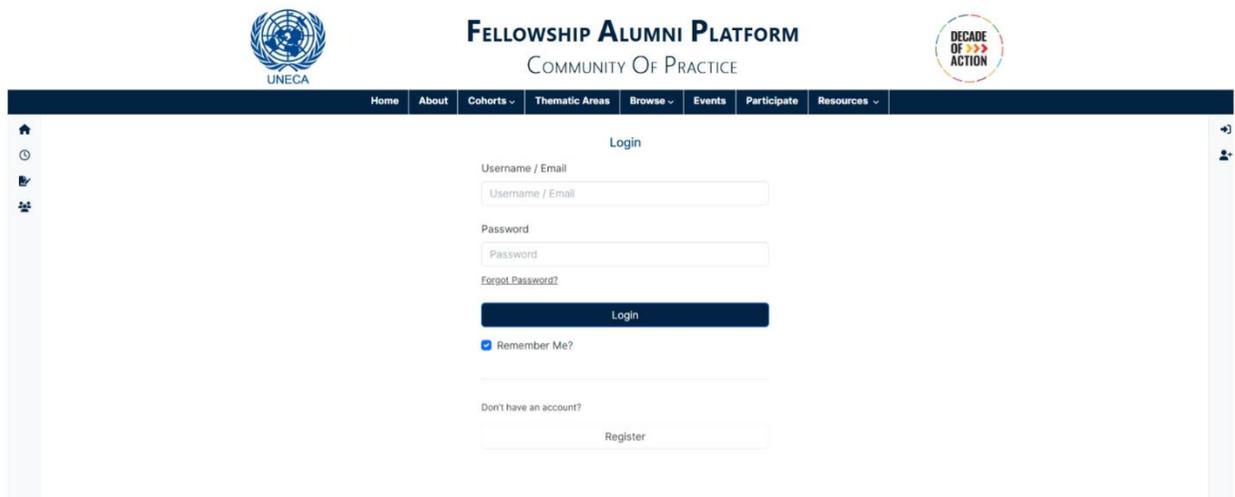
**Figure 2-1 Welcome Screen**

Landing onto the Welcome screen, refer Fig. 2-1, you have options to view the About SADC, Communities, Browse, Participate, Strategic Plan and Vision 2050.

Choosing the links will navigate you to the respective pages.

### 3 LOGIN

To login into the application, click the LOGIN option as highlighted in Fig. 2-1.



The screenshot shows the login interface of the Fellowship Alumni Platform. At the top, there are logos for UNECA, the Fellowship Alumni Platform (Community of Practice), and the Decade of Action. A navigation bar includes links for Home, About, Cohorts, Thematic Areas, Browse, Events, Participate, and Resources. The main content area is titled 'Login' and contains the following elements:

- A text input field for 'Username / Email'.
- A text input field for 'Password'.
- A link for 'Forgot Password?'.
- A dark blue 'Login' button.
- A checked checkbox for 'Remember Me?'.
- A link for 'Don't have an account?'.
- A text input field for 'Register'.

**Figure 3-1 Login Screen**

Landing onto the login screen,

- Enter the login User ID.
- Enter the user Password in the textbox.
- Click the **Login** button.

Once submitted successfully, you can enter and access the application.

**N.B:** There is a consent form where need to be confirmed by the user.


**FELLOWSHIP ALUMNI PLATFORM**  
 COMMUNITY OF PRACTICE
 

[Home](#) [About](#) [Cohorts](#) [Thematic Areas](#) [Browse](#) [Events](#) [Participate](#) [Resources](#)

We'd like some additional information in order to update your account...

Please enter your email address below. This forum uses your email address for scheduled digest and notifications, as well as for account recovery in the event of a lost password.

**This field is optional.** You are not obligated to provide your email address, but without a validated email you will not be able to recover your account or login with your email.

Email

A confirmation email will be sent to the entered email address with a unique link. Accessing that link will confirm your ownership of the email address and it will become active on your account. At any time, you are able to update your email on file from within your account page.

Password

Please enter your password in order to verify account ownership.

This community forum collects and processes your personal information.

We use this information strictly to personalise your experience in this community, as well as to associate the posts you make to your user account. During the registration step you were asked to provide a username and email address, you can also optionally provide additional information to complete your user profile on this website.

We retain this information for the life of your user account, and you are able to withdraw consent at any time by deleting your account. At any time you may request a copy of your contribution to this website, via your Rights & Consent page.

If you have any questions or concerns, we encourage you to reach out to this forum's administrative team.

I consent to the collection and processing of my personal information on this website.

Occasionally, we may send emails to your registered email address in order to provide updates and/or to notify you of new activity that is pertinent to you. You can customise the frequency of the community digest (including disabling it outright), as well as select which types of notifications to receive via email, via your user settings page. Unless explicitly changed in your user settings, this community does not send out email digests

I consent to receive digest and notification emails from this website.

[Submit](#)

[Cancel](#)

### 3.1 FORGOT YOUR PASSWORD

In case, you have forgotten the login password, then click the Forgot your Password option. This will take you to the following **Update Password** screen, you will enter your email and it will send you a verification link to reset your password refer **Fig. 3-2**:


**FELLOWSHIP ALUMNI PLATFORM**  
 COMMUNITY OF PRACTICE
 

[Home](#) [About](#) [Cohorts](#) [Thematic Areas](#) [Browse](#) [Events](#) [Participate](#) [Resources](#)

Please enter your **email address** and we will send you an email with instructions on how to reset your account.

Enter Email Address

[Reset Password](#)

**Figure 3-2 Update Password Screen**

Referring to the Update Password screen,

- Enter the Email of the login user in the textbox.
- Click the **Reset Password** button.

On submitting, the login credentials will be sent to the respective mail id.

### 3.2 DASHBOARD

With the successful login, user is navigated to the dashboard. The dashboard features links to menu pages on the left and it will display your account profile on the right corner.

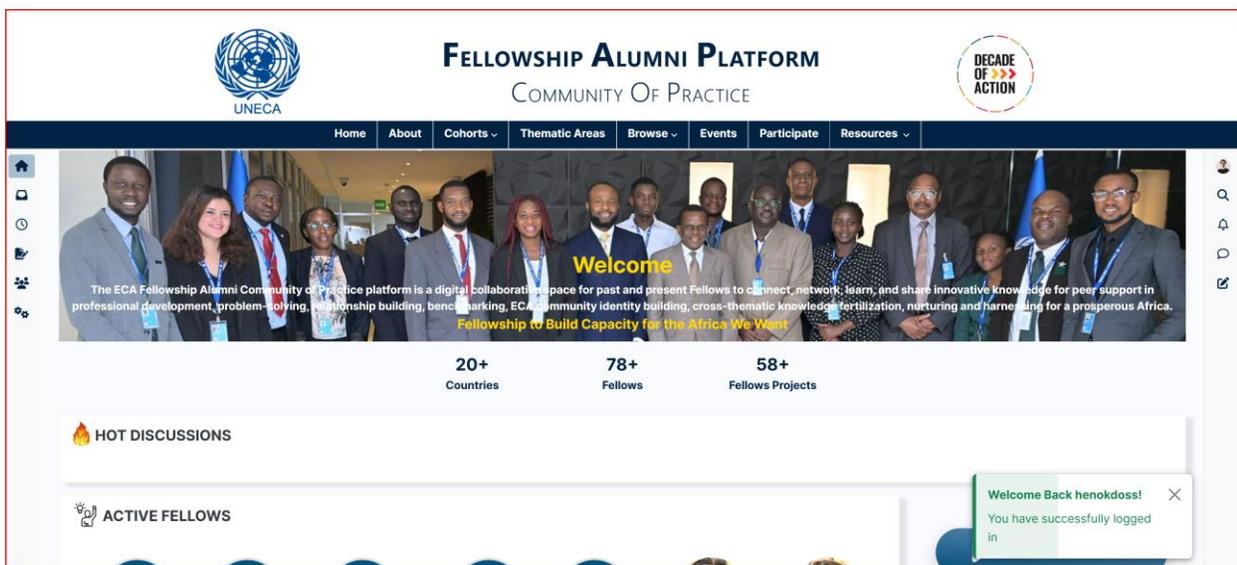


Figure 3-3 Dashboard

### 3.3 UPDATE PROFILE DETAILS

**Step:1** Navigate to home page and on your right top corner you will get your profile picture then click on it.

The screenshot shows the homepage of the Fellowship Alumni Platform. At the top, there are logos for UNECA and the Decade of Action. Below the navigation menu, a large banner features a group of people and a 'Welcome' message. The banner text reads: 'The ECA Fellowship Alumni Community of Practice is the digital collaborative space for past and present Fellows to connect, network, learn, and share innovative knowledge for peer support in professional development, relationship building, benchmarking, ECA community identity building, cross-thematic knowledge fertilization, nurturing and harnessing for a prosperous Africa. Fellowship to Build Capacity for the Africa We Want'. Below the banner, statistics show 54+ Countries, 125+ Fellows, and 105+ Fellows Projects. A 'HOT DISCUSSIONS' section and an 'ACTIVE FELLOWS' section with profile pictures are also visible. A user profile dropdown menu is open on the right, with 'Edit Profile' highlighted.

**Step:2** Click on edit profile detail, add fill all necessary information

The screenshot shows the 'Edit Profile' page for a user named Henok Engeda. The page has a dark blue header with the UNECA logo and navigation menu. The user's profile picture and name are at the top left. The main content area is divided into sections: 'Fellows Summary (Full Name, Country, SubProgram)' with a text input field containing 'Henok Engeda, Ethiopia, UNECA'; 'Birthday' with a date input field set to '28/11/2024'; 'About me (872/1000)' with a text area containing a paragraph about infrastructure and economic growth; and 'Signature (0/255)' with a text area. On the right side, there are buttons for 'Change Picture', 'Change Username', 'Change Email', and 'Change Password', along with a 'Delete Account' button. A 'Save Changes' button is located at the top right of the profile information section.

**Step:3** After updating your profile you can view your details on about tab as show below.

**About**

Registration: 0

Public posts: 8

Last seen: Jun 26, 2023, 11:41 AM

Last active: 5 minutes ago

Email: henckdoss@gmail.com

**Bio Data:**  
 This paper studied the impact of infrastructure driven debt on economic growth in developing countries. A synthetic index combining infrastructure stocks in several sectors permitted the construction of the relationships between the variables of interest and an evaluation through an autoregressive distributive lag panel model (ARDL) as well as a threshold model to investigate the nonlinearity of these relationships. The result confirms existing literature that suggests a positive impact of infrastructure and a negative impact of debt on economic growth.

**Fellowship Research Paper:**  
 Click here to access Fellow's research paper >>

**Area of Specialization:**  
 IT

**Sub-Programme:**  
 MDG

**Country/Nationality:**  
 Ethiopia

**Current location/Institution:**  
 N/A

**Duty Station:**  
 Addis Ababa

**Other publications:**  
 Click here to access Other Publications by Fellow >>

**Present Contact (Email, TelePhone/Mobile):**  
 Email: henckdoss@gmail.com Phone : +2519090909

Facebook icon, Twitter icon

## 4 CONTENT MANAGEMENT SYSTEM

### 4.1 START DISSCUSION

**FELLOWSHIP ALUMNI PLATFORM**  
 COMMUNITY OF PRACTICE

UNECA | DECADRE OF ACTION

Home | About | Cohorts | Thematic Areas | Browse | Events | Participate | Resources

**Welcome**  
 The ECA Fellowship Alumni Community of Practice platform provides a unique space for past and present Fellows to connect, meet, learn, and share innovative knowledge for peer support in professional development, problem-solving, relationship building, benchmarking, ECA community identity building, cross-thematic knowledge fertilization, nurturing and harnessing for a prosperous Africa.  
 Fellowship to Build Capacity for the Africa We Want

54+ Countries | 125+ Fellows | 105+ Fellows Projects

**HOT DISCUSSIONS**

**ACTIVE FELLOWS**

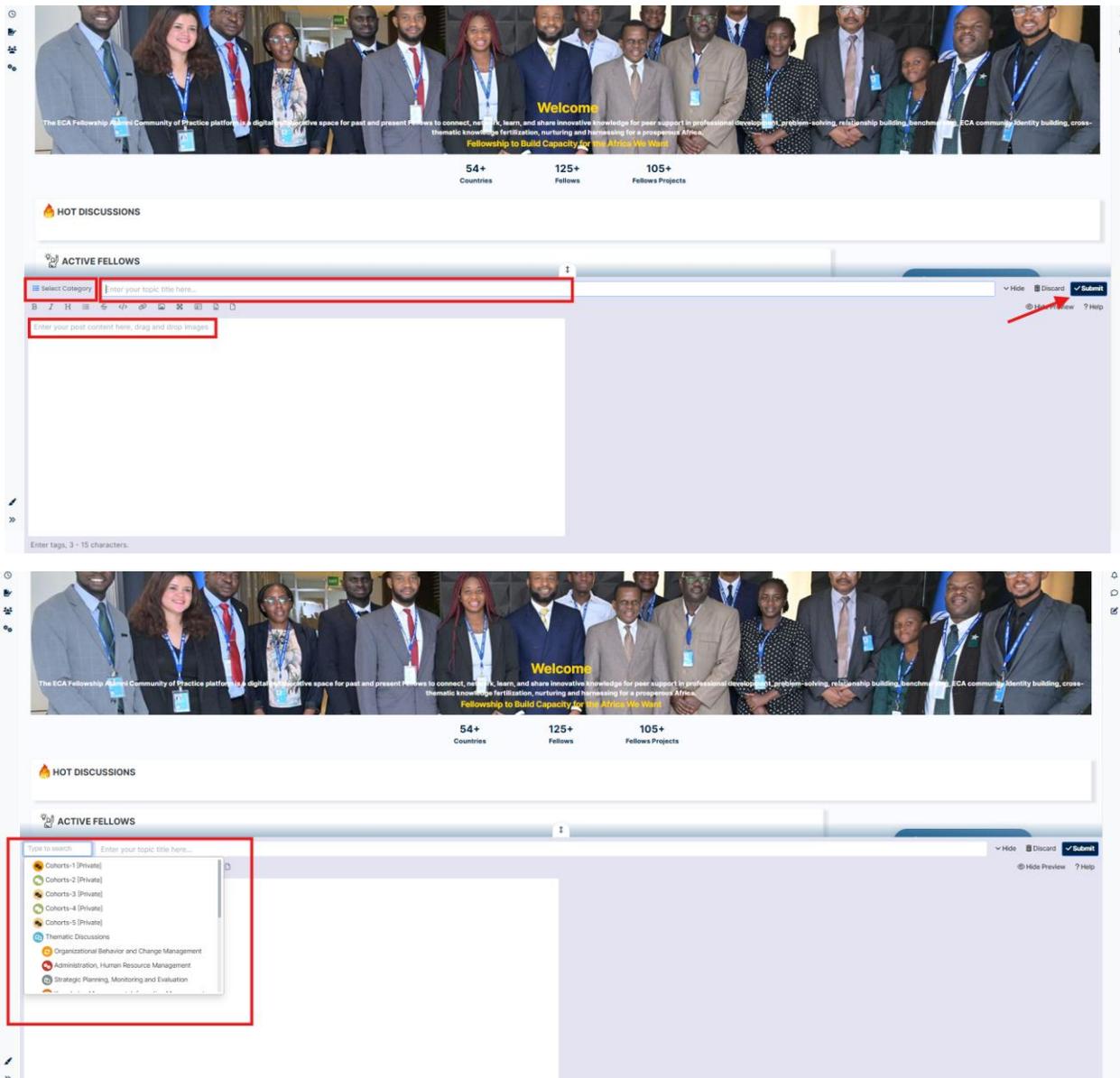
**ONLINE USERS**  
 Teklu | banegaichanelle

**RECENTLY SHARED FILE**

**LATEST DISCUSSIONS**  
 Read More >>

**Start Discussion**

Figure 4-1 Menu



**Figure 4-2 Add Create a Post**

With reference to Fig 4-2,

- Select the Category in which you need to post your discussion.
- Enter the post Title.
- Enter the details of the post in the respective text area provided.
- You can insert multimedia such as (Pictures, PDF, Gif etc ..).
- Click the Choose File button to upload the Featured Image in the space provided.
- Click the **Submit** button.

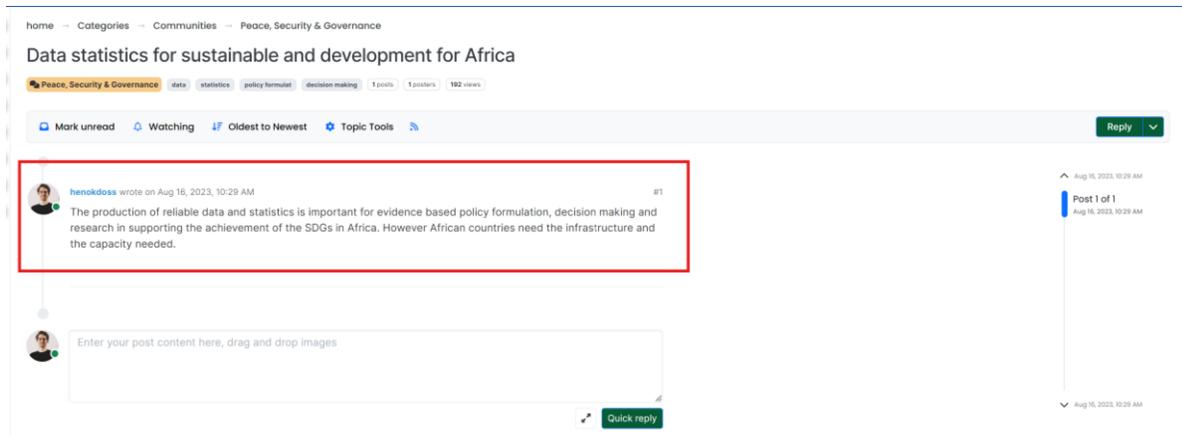


Figure 4-3 View Post

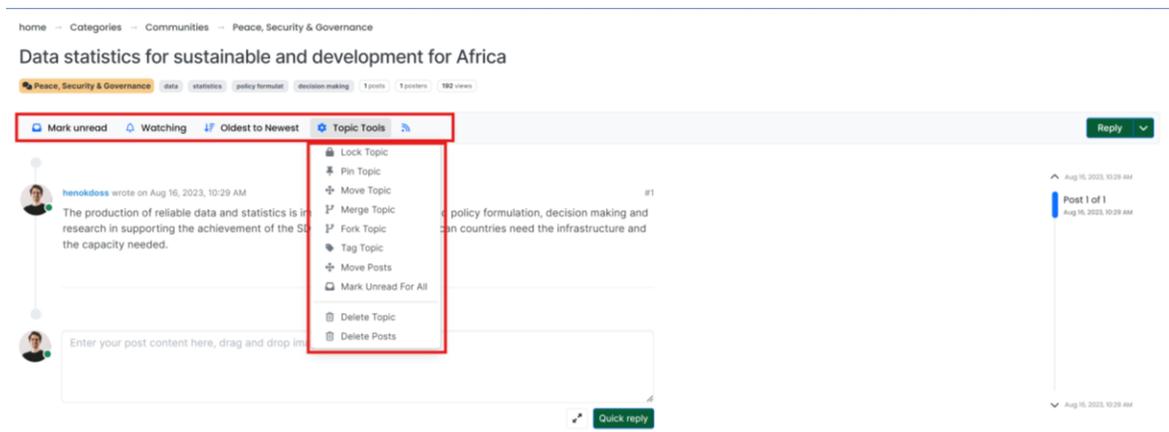


Figure 4-4 Post tools

As you can see on Fig 4-4, there are red box which shows the tools that we are using for usability

- **Mark unread:** feature allows users to mark previously read messages or notifications as unread.
- **Watching:** Enables you to follow a discussion or topic and receive notifications when new posts or updates occur.
- **Oldest to Newest:** Sorts posts or messages in a thread by displaying the oldest content first, making it easier to follow the chronological order of the conversation.
- Topic Tools
  - **Lock Topic:** Prevents further posts or replies in a topic, locking it for viewing only.
  - **Pin Topic:** Keeps a topic at the top of the list for visibility, regardless of new content in other topics.

- **Move Topic:** Transfers the entire topic to another category or section.
- **Merge Topic:** Combines two or more topics into a single thread.
- **Fork Topic:** Splits a topic into two separate discussions for better organization.
- **Tag Topic:** Adds labels or tags to categorize the topic for easier searching and filtering.
- **Move Post:** Moves individual posts to another topic or section.
- **Mark Unread for all:** Marks the topic as unread for all participants, making it easier to revisit later.
- **Delete Topic:** Permanently removes a topic and all its associated posts.
- **Delete Post:** Permanently removes an individual post from a topic.

## 4.2 VOTES, POSTS AND VIEW

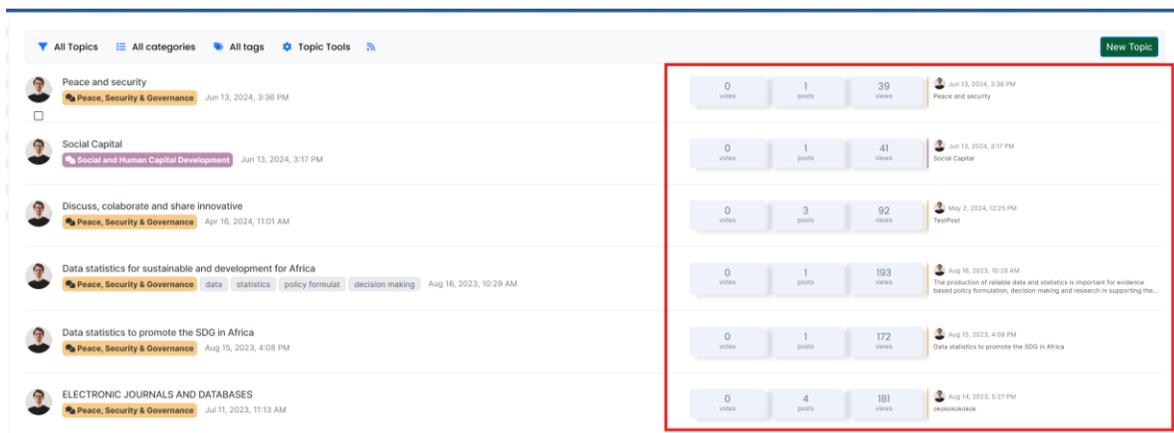


Figure 4-5 votes, posts and views

## 4.3 DASHBOARD POSTS ELEMENTS

As you can see on Fig 4-6, there are red box which shows the dashboard tools that we are using for hot tips.

- **Hot Discussions:** feature allows users view a recently created hot posts with the details of post category, post date/time and post users. For read details feature we can click on the title.
- **Latest Discussions:** Displays the most recent topics or conversations on the platform, allowing users to stay updated with the newest posts and ongoing

discussions. It provides quick access to the latest activity within the community.

- **Recently Shared Files:** Displays the most recently uploaded or shared documents and files within the platform, making it easy for users to access the latest resources and materials contributed by the community.
- **Recent Blogs:** Lists the latest blog posts published on the platform, offering users quick access to newly shared insights, articles, and updates from community members or subject matter experts.
- **Most Active Users:** Highlights the users who have been most engaged on the platform, based on their contributions such as posts, comments, or shared resources. This feature recognizes top participants and encourages community interaction.