# **1. Assignment of User Roles in UNPP**

UNPP currently has four different user roles on the UN side at Country Office level: UN Reader, UN Basic Editor, UN Advanced Editor, and UN Administrator. Additionally, UNPP has one user role on the UN side at HQ level: UN HQ Editor. The table below provides a brief overview of each of these five roles.

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| **User Role** | **User Permissions** | **UNICEF Staff Profile** |
| **UN Reader** | * View UN-published information on open selection and direct selection partnership opportunities
* View CSO profiles, including information on UN cash transfers, if the CSO’s vendor number has been added
* View verification status of CSO profiles
* View number—but not content—of observations added to CSO profiles
* Generate reports on CSOs
 | * UNPP is integrated with UNICEF’s Active Directory. All UNICEF staff with an @unicef.org e-mail address will be able to access UNPP and with user permissions set to the UN Country Office Reader role by default.
* Staff profile: Any staff member who is not subsequently assigned a more advanced user role.
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| **UN Basic Editor** | * *All UN Reader permissions*
* Add vendor number to CSO profiles to push VISION data on UNICEF cash transfers
* Draft—but not publish—open selection and direct selection partnership opportunities
* View and assess CSO applications submitted for open selection calls drafted by or assigned to the user
* Nominate—but not select—CSOs for open or direct selection partnership opportunities
* Finalize open selection and direct selection partnership opportunities created by the user
* Generate reports on partnership opportunities
 | * The UN Basic Editor role is for UNICEF staff who are involved in day-to-day partnership processes at working level and have a secretarial/technical role in preparing partnership documentation (e.g. drafting open and direct selection partnership opportunities for management review) and supporting partnership selection processes.
* Staff profile: Programme Associate, Programme Officer, Operations Officer
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| **UN Advanced Editor** | * *All UN Basic Editor permissions*
* Publish open selection and direct selection partnership opportunities
* Select CSO for an open or direct selection partnership opportunity, and notify selected CSO accordingly
* Finalize open selection and direct selection partnership opportunities for which the user is focal point
* View number—and content—of observations added to CSO profiles.
* Add new observations to CSO profiles
* Escalate risk observations to UN HQ editor
* Conduct due diligence and “verify” national CSOs in one’s country, as well as national offices of international CSOs whose headquarters have already been verified by a UN HQ Editor
* Generate reports on verifications and observations
 | * The UN Advanced Editor role is for UNICEF staff who are involved in oversight of partnership processes and have a technical/management role in reviewing or signing off on partnership documentation (e.g. authorizing the publication of open and direct selection opportunities) and managing partnership selection processes.
* UNICEF staff who have professional responsibility to access and/or add potentially sensitive risk observations associated with CSO profiles should also be given the UN Advanced Editor role.
* Staff profile: Section Chief, Partnerships Specialist, Chief of Field Office, Deputy Representative, Chief of Operations
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| **UN Administrator** | * *All UN reader permissions*
* Assign user roles to colleagues
* Deactivate users
 | * Each UNICEF Country Office should have 1-2 staff members with the UN Administrator role. Upon a Country Office’s initial adoption of UNPP, the UN Administrator is responsible for upgrading users from the default UN Reader role to a UN Basic Editor or UN Advanced Editor role as appropriate, based on the instructions of the Deputy Representative. The UN Administrator is responsible for maintaining users as staff members join or leave the Country Office.
* Staff profile: IT colleague
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| **UN HQ Editor** | * *All UN reader permissions*
* Add new observations to CSO profiles
* Receive and respond to risk observations escalated by UN Advanced Editors
* Conduct due diligence and “verify” the headquarters profiles of international CSOs, as well as any other CSO profiles
* Generate reports on partnership opportunities and verifications and observations
 | * UNICEF Field Results Group (FRG) will assign the UN HQ Editor role to relevant HQ colleagues involved in management and oversight of civil society implementing partners.
* Staff profile: FRG Implementing Partnership Management Specialist, DOC Civil Society Partnership Specialist
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