



Information Exchange  
Network for the Sound  
Management of Chemicals

<http://www.infocap.info>

# Basic Guidance for Using INFOCAP

INFOCAP Sponsored by:



**W**elcome to INFOCAP! Please find below the basic operating instructions for using the INFOCAP website. The website is designed to be easy to use and you will find information throughout to guide you through the process. This guidance document provides additional information and detailed steps to follow in order to facilitate your use of INFOCAP.

## Key terminology for using INFOCAP

### Central Coordinating Node:

The Central Coordinating Node (CCN, currently the Intergovernmental Forum on Chemical Safety Secretariat) provides support in developing network services, develops and maintains the central INFOCAP home page, serves as the Secretariat for the Network Steering Group and maintains communications with participating countries and organizations.

### Lead Sponsors:

Lead Sponsors are responsible for: developing and maintaining their respective network services; screening information submitted for "completeness"; providing help desk services to facilitate access and submissions/contributions of information; responding to requests for information from users without internet access.

The following Lead Sponsors have been identified for maintaining and operating the INFOCAP services:

The Intergovernmental Forum on Chemical Safety (IFCS)

The European Commission and the European Chemicals Bureau (EC and ECB)

The United Nations Institute for Training and Research (UNITAR)

### Network Points of Contact:

Network Points of Contact are responsible for coordinating and facilitating the provision of information to INFOCAP. Countries, intergovernmental organizations, non-governmental organizations (industry, science, labour, and public interest), bilateral and multilateral agencies are invited to designate an INFOCAP Point of Contact.

### Key Contacts:

The key contact is the person who is directly responsible for the item posted on INFOCAP (e.g. profile, action plan, priorities, project), such as the author or project leader, and/or who should be contacted for further substantive information regarding the item.

## Contributing information to INFOCAP

In order to add a new contribution to the INFOCAP website, first select the relevant "service" from the blue boxes at the top of the screen (i.e. National Profiles, Priorities/Related Needs, Action Plans; Sources of Potential Support; Past, On-Going and Planned Projects; Training/Guidance Documents).

Once you have selected the appropriate service, click on "+ New Contribution" on the yellow menu at the left side of the screen. A blank data entry template will appear which prompts you to enter information, such as the name of the government department or the organization you represent, and the country in which your organization is based. Please note that there are two "steps" required in the information submission process. Once you have filled in the information on the specific contribution in the data entry template, at the bottom of the page you will need to enter the name of the "key contact".

The "key contact" name is important as it will be used to retrieve & update information from the database. Thus it is essential that the spelling be correct and consistent for all entries. The key contact is the person who is directly responsible for the item (e.g. profile, action plan, priorities, project), such as the author or project leader, and/or who should be contacted for further substantive information regarding the item. A prompt at the bottom of the screen will ask you to "submit and continue to step two", where you should enter the detailed information for the key contact. Please note that a listing of key contacts may be viewed by selecting "key contacts" from the menu at the very top of the INFOCAP home page screen.

The "save" button will allow you to work on a contribution and save your changes in the INFOCAP system without submitting it for authorization. Once you have completed your changes you can select the submit option and your contribution will be ready for authorization. To retrieve a saved document, click on the "edit contribution" link on the yellow side bar menu. Enter the first and last name of the key contact (this data may already appear if you have logged onto the system) to retrieve your contributions.

The "save offline" button allows you to save a partially completed contribution onto your local desktop. You can then edit the contribution from within your web browser and save it to your local machine without

requiring an internet connection. The save offline is dependant on your operating system, browser version, and your security settings. Systems with Windows XP SP1 and Internet Explorer 6.1 SP1, with your security settings such that ActiveX controls are allowed, will enable optimal operation. However, in any case, regardless of your operating system, you will be able to download the RTF forms and use INFOCAP.

Once you have submitted your information to the INFOCAP website, a message should appear stating that your contribution has been saved and that an e-mail will be sent out to the "key contact" e-mail address when your contribution has been verified for posting or declined. The "key contact" will also be sent a request to review and update the information when the contribution has not been modified for a year.

Your information will be saved in the INFOCAP offline database and will not be public until it has been reviewed and authorized by your Network Point of Contact (see below) and the Lead Sponsor. In order to expedite the processing of your information, you are encouraged to notify your Network Point of Contact (if applicable) when you are submitting information.

(\*\*Please note that for "Past, On-going and Planned Projects", the data entry process has 4 steps, as the form requests information about the project, the donor country, the recipient country, and the key contact.)

### Editing information on INFOCAP

In order to edit your information contributions to the INFOCAP website, first select the relevant service from the blue boxes at the top of the screen (i.e. National Profiles, Priorities/Related Needs, Action Plans; Sources of Potential Support; Past, On-Going and Planned Projects; Training/Guidance Documents).

Once you have selected the appropriate service, click on "+ Edit Contribution" on the yellow menu at the left side of the screen. A new screen will appear prompting you to enter the first and last name of the "key contact" for the entry in order to continue. Please ensure that the name entered matches previous contribution information. Note that the fields in the template are case sensitive and all special characters (e.g. accents) must be

included as originally entered. Once you have entered the name of the key contact whose contributions you would like to edit, click on the "Retrieve Information" button on the page.

A new screen will appear which lists all the contributions that have been submitted by the "key contact". Click on the contribution that you would like to edit. The template originally submitted should appear to edit and re-submit for authorization and public posting.

### Viewing information on INFOCAP

There are several routes that you can take to view information posted on INFOCAP.

*Using the SEARCH option* (The search facility can be accessed from the Home page or from any service.)

1. Searching for specific information in a particular service area

Select the service that interests you by clicking on the blue boxes at the top of the screen (i.e. National Profiles, Priorities/Related Needs, Action Plans; Sources of Potential Support; Past, On-Going and Planned Projects; Training/Guidance Documents). Once you have selected the appropriate service, click on "+ View Contributions" on the yellow menu on the left side of the screen. A search page will appear, enabling you to search by category (e.g. awareness-raising or data and information collection and exchange), keyword (e.g. accidents, chemical registries), country<sup>1</sup>, or date of contribution. Once you have made your selections, click on the "begin search" tab at the bottom of the page and your search results will appear.

2. Searching the entire website

From the home page (or any service), select the "search" option listed on the yellow menu at the side of the page. A search page will appear, select "Search in all". Further selections enable you to search by category (e.g. awareness-raising or data and information collection and exchange), keyword (e.g. accidents, chemical registries), country, or date of contribution. Once you have made your selections, click on the "begin search" tab at the bottom of the page and your search results will appear.

<sup>1</sup> Please note that if you are searching for a regional grouping of countries or for an intergovernmental organization, you must search by the country in which the organization has its office.

*Summary Listings: Searching for a general listing of information contained within an INFOCAP service area*

Select the service that interests you by clicking on the blue boxes at the top of the screen (i.e. National Profiles, Priorities/Related Needs, Action Plans; Sources of Potential Support; Past, On-Going and Planned Projects; Training/Guidance Documents). Once you have selected the appropriate service, click on "Summary Listing of Contributions" on the yellow menu at the left side of the screen. A general listing of all information entered in the service, organized by (not all of these groupings are used on all services) donor country/organization, project title, start date, end date, and partner/recipient country will appear. Click on the relevant listing to retrieve more detailed information.

### Key Contacts

In the small menu at the very top of the page, select "key contacts" for a listing of all contacts (both Key Contacts and Network Points of Contact) in the INFOCAP database. This listing is separated into two tables. The top table displays all Key Contacts and Network Points of Contact in INFOCAP. The lower table lists only the official Network Points of Contact.

### Network Points of Contact

Network Points of Contact are responsible for coordinating and facilitating the provision of information to, and input from, a wide range of constituencies. Countries, intergovernmental organizations, non-governmental organizations, bilateral and multilateral agencies are invited to designate an INFOCAP Network Point of Contact.

For viewing a general listing of Network Points of Contact, select "Key Contacts" from the small menu at the very top of the page. The Network Points of Contact are displayed in the lower table. Or, from the Network Points of Contact page, select the search option from the yellow menu on the left side of the screen. This search function will enable you to search for all Network Points of Contact or to select a specific country and search for Network Points of Contact within that country.

### Lead Sponsors

Lead Sponsors maintain and operate each of the INFOCAP services. The Lead Sponsors for INFOCAP are: IFCS, UNITAR, and the European Chemicals Bureau/European Commission. The OECD is a collaborating partner, for the services on past, on-going and planned projects and potential sources of support.

### Related links

This list provides the currently identified URLs for the Internet Home Pages of organisations who are of interest for INFOCAP. The list currently includes only IGOs and NGOs. In addition, many national government departments and agencies have relevant Internet Home Pages that may be accessed through contributions to the individual services.

### Help

In the yellow menu on the left side of the web page, please find a "Help" option which provides further information regarding how to use INFOCAP.

### Contact Us

Please contact the Central Coordinating Node, which is currently the IFCS, or the Lead Sponsors if you require further guidance in using INFOCAP. Contact information is provided on the INFOCAP website.

<http://www.infocap.info>

For those without internet access, please contact the INFOCAP Central Coordinating Node for assistance:  
IFCS Secretariat  
Intergovernmental Forum on Chemical Safety  
c/o World Health Organization  
CH-1211 Geneva 27, Switzerland  
Phone: +41 22 791 3650 / 3873  
Fax: +41 22 791 4875  
Email: [infocap@who.int](mailto:infocap@who.int)

Your suggestions regarding this document are welcome. Please send comments to: [infocap@who.int](mailto:infocap@who.int)