

MCR2030 Dashboard Guide:

How to sign-up to MCR2030, create a partner profile and add services, for participating entity.

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Glossary

- **Participating entity:** Any national government entity, national association of municipality, development agency, non-governmental organizations (NGO), civil society organizations (CSO), academia and research institution, private sector organization, UN entity or organization, networks or interested entities with specific knowledge and expertise that can support cities to progress along the resilience roadmap are encouraged to join and support local governments in making cities resilient. The following three categories of entities are involved with the MCR2030:
 - **‘Core Partners’ or Members of the Global Coordinating Committee of the MCR2030:** include C40 Cities, ICLEI – Local Government for Sustainability, International Federation of Red Cross and Red Crescent Societies (IFRC), Japan International Cooperation Agency (JICA), Resilient Cities Network (R-Cities), United Cities and Local Governments (UCLG), United Nations Human Settlements Programme (UN-HABITAT), United Nations Office for Disaster Risk Reduction (UNDRR), United

Nations Office for Project Services (UNOPS), The World Bank Group, and World Council on City Data (WCCD) serving as the Global Coordinating Committee of MCR2030 and providing a strategic guidance to the implementation of MCR2030.

- **‘Supporting Entities’ or Gratis technical expertise-providing entities** are non-commercial entities with expertise in specialized areas in the regions that have mandates or activities aligned with MCR2030 and can provide specific gratis technical inputs in fields that support cities to move through the 12 thematic areas in support of MCR2030 and along the resilience roadmap. This includes national government development agencies, non-governmental organizations (NGOs), civil society organizations (CSOs), academia and research institutions, media, as well as national governments, national associations of municipalities, and others. These entities are able to provide gratis services as part of their in-kind contribution to MCR2030 cities.
- **Specialist Service Providers (SSPs)** are the entities, including but not limited to the private sector, that can offer technical one-to-one advice and support cities in the formulation and implementation of the resilience actions. SSPs may charge a fee for their services and are expected to be engaged by the cities and local governments through the cities or local government’s procurement processes. Such arrangements are to be entered into by the recipient cities and the service providers directly and are independent of MCR2030. Members of the Global Coordinating Committee of the MCR2030, gratis technical expertise-providing entities and any entities or individuals serving on the advisory bodies of UNDRR cannot be specialist service providers as this would pose a conflict of interest.
- **Dashboard:** MCR2030 dashboard is a closed online workspace only accessible by cities participating in the MCR2030 and participating entities (organizations) who want to provide tools, knowledge products, technical assistance and consultancy services that can help local governments improves resilience. The MCR2030 dashboard displays these services in a directory, similar to yellow-pages, in which a city can view a catalogue of services, and look for a potential partner or service provider to support their work in disaster risk reduction and resilience building. Some services may be free of charge, while some services may involve fees and entail transaction agreements. Cities can browse the information about the service and decide to contact partners/service providers to further understand each other’s needs, the requirements, terms and conditions for service provision, and determine the most beneficial modality to achieve the delivery of services, including local procurement procedures.
- **Service:** Something that an organization can offer to cities, related to DRR and resilience. For example, training, workshop, a grant, consulting services, tools and methodologies,

etc. All services must contribute to at least one of the 12 thematic areas of support provided under MCR2030.

- **MCR2030 thematic areas of support:** Thematic areas of support under MCR2030 are divided into 12 categories, spreading across the three stages of resilience roadmap.
 - 1) Awareness raising on DRR and resilience (Stage A)
 - 2) Improving risk analysis (Stage B)
 - 3) Improving diagnostic skills for planning (Stage B)
 - 4) Improving strategies and plans (Stage B)
 - 5) Increasing access to finance (Stage C)
 - 6) Ensuring resilient infrastructure (Stage C)
 - 7) Adopting nature-based solutions (Stage C)
 - 8) Integrating climate risk into strategies and plans (Stage C)
 - 9) Ensuring inclusion (Stage C)
 - 10) Enabling national-local linkages (Vertical Links)(Cross-cutting)
 - 11) Strengthening partnership within the city (Horizontal Links)(Cross-cutting)
 - 12) Promoting city-to-city learning (Cross-cutting)
- **PreventionWeb account:** The username and password you need to have in order to sign-up and log in to the MCR2030 dashboard. You can also use it on preventionweb.net, to access other UNDRR web services.

Which entity is eligible to participate in MCR2030?

Any national government entity, national association of municipality, development agency, non-governmental organizations (NGO), civil society organizations (CSO), academia and research institution, private sector organization, UN entity or organization, networks or interested entities with specific knowledge and expertise that can support cities to progress along the resilience roadmap are encouraged to join and support local governments in making cities resilient.

Such entity must:

1. Be a legal (i.e., incorporated) entity in the country or territory,
2. Be willing to undertake one of the three roles of participating entities (Core Partner, Supporting Entity or Special Service Providers), and
3. Be willing to take action contributing to achieve the Sustainable Development Goals, the priorities of the Sendai Framework for DRR, New Urban Agenda, the Paris Agreement.

Additionally, the entities must self-declare the below when applying:

1. The Entity does not appear on the United Nations Security Council Consolidated Sanctions List or the United Nations Vendor Ineligibility List, and is not in violation of UN sanctions, relevant conventions, treaties and resolutions;
2. The Entity does not have any direct and core involvement in the manufacturing or trading of weapons subject to bans under international treaties, including the sale, manufacture or distribution of weapons banned by UN treaties, such as anti-personnel mines, cluster bombs and ammunitions, and biological, chemical, or nuclear weapons, for instance;
3. The Entity has not been and has no direct involvement or complicity in systematic or egregious human rights abuses through operations, products, or services, including through their own business activities (such as forced or compulsory labor or child labor, human rights violations, illegal mining activities, including rights of indigenous peoples, and/or other vulnerable groups);
4. The Entity is not involved in the business of the production and wholesale distribution of tobacco products;
5. The Entity has not been convicted of any crimes or offenses;
6. The Entity has not been engaging in sexual exploitation and abuse;
7. The Entity does not promote or engage in corrupt practices, including bribery and extortion;
8. The Entity is in good standing under applicable law.

Any interested entities that have the attributes and be willing to undertake the actions listed above may access the dashboard and directory sign-up, complete the online application process, and complete the self-check list.

See detailed terms and conditions at <https://mcr2030.undrr.org/terms-and-conditions>

What is a sign-up procedure?

There are 3 steps to the sign-up procedure.

- 1) Complete the application process including providing the basic organization profile,
- 2) Complete the organization details, and
- 3) Create the list of services your organization want to provide for MCR2030 cities.

How to sign-up and create an organization profile on the dashboard?

1. Visit the **MCR2030 dashboard** landing page at <http://mcr2030dashboard.undrr.org/>



2. Select '**Participating entity**' from the dropdown.
3. Select '**Next**'.

Join MCR2030 as an organization

Cities need different levels of support from partners to build resilience. With specific knowledge and expertise to help cities to progress along the resilience roadmap, you can help them thrive.

Has someone from your organization already signed up to MCR2030 on behalf of your organization?

Yes

No

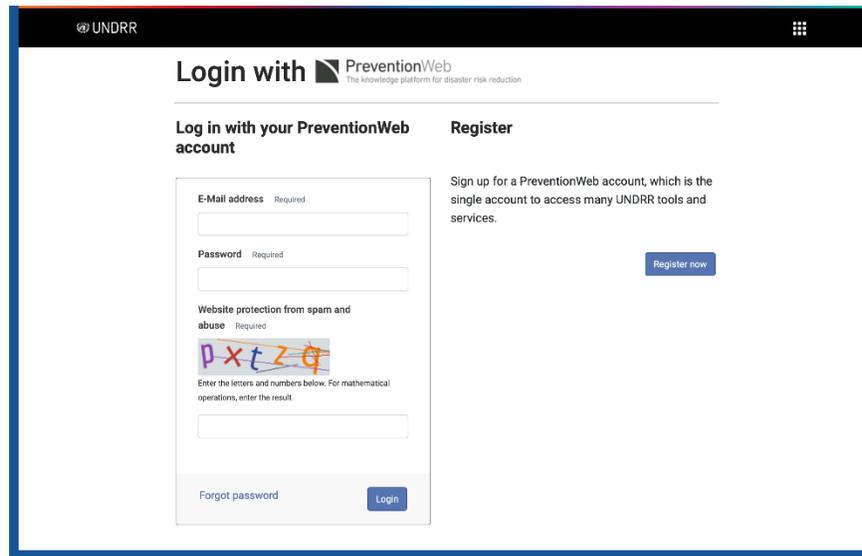
If you're not ready to sign up yet

For now, you can gather the information you need to sign up to MCR2030. MCR2030 is open to organizations offering disaster risk reduction and resilience services to cities.

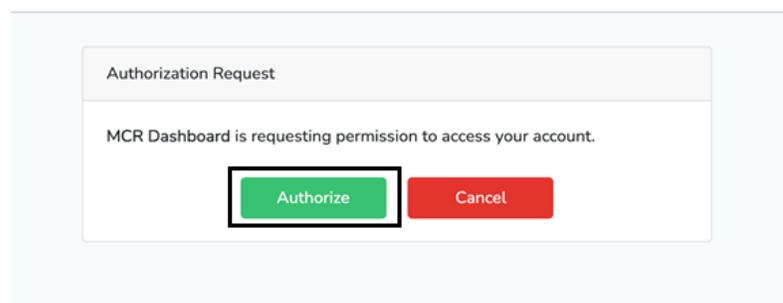
[How to sign-up as a participating entity](#)

[Download social media package](#)

4. Confirm if anyone from your organization already signed up to MCR2030 on behalf of your organization. (Yes/No)
 - If **'Yes'**, you will not be able to proceed. (If someone from your organization has already signed up, please coordinate with the person to get access to the dashboard. Do not sign up again as this will create a duplicate profile).
 - If **'No'**, continue with next steps.
5. Click **'Next'**.



6. Do you already have a **PreventionWeb account**? When prompted, either **'Login'** if you do, or **'Register Now'** if not.
 - If you have chosen **'Register Now'** and have completed the PreventionWeb account registration, a confirmation link will be sent to your registered email address from PreventionWeb. Check your mailbox and click that confirmation link to continue with sign up to the MCR2030 dashboard. Check your spam mailbox as well.
 - *Tips:* Decide who from your organization will be responsible for managing the organization profile on the MCR2030 dashboard. The person will, by default, have the administrative role for your organization and will be able to add/remove/manage your team members.
7. After successfully login to your PreventionWeb account, an Authorization Request window from PreventionWeb will pop up. Select **'Authorize'**, allowing MCR2030 access.

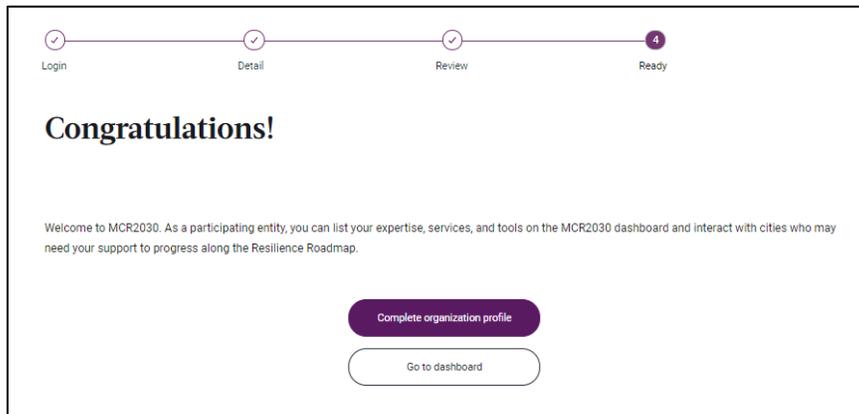


8. Fill in the **basic details** of the **organization profile** that will display to other MCR2030 participants.
 - Please enter details in **English** for easier browsing by cities around the world. You can enter the text in another language in another section.

The screenshot shows a four-step progress bar at the top: 1. Login (checked), 2. Detail (active), 3. Review, and 4. Ready. Below the progress bar is the heading "Join MCR2030 as an organization". A note states: "Please share your information in English, so it is easily accessible to users across regions in your organization's profile." A link says: "Not an organization or participating entity? Sign up as a local government." The form includes a text input field for "Full organization name" and a section titled "My organization is joining MCR2030 as a..." with four radio button options: "Core Partner", "Supporting Entity", "Special Service Provider", and "I'm not sure".

9. After complete all basic information, click '**Proceed to review**'.
10. Review the details you have entered and check the boxes to agree to all Privacy Policy and Terms and Conditions, and self-declaration.
 - If you want to edit any information, click "**Edit my details**".
 - If you are ready to proceed, click "**Let's Get Ready**".

11. You did it! Your organization is now an MCR2030 participating entity.



12. What's next? Continue to complete your organization profile and list your services for MCR2030 cities by selecting '**Complete organization profile**'.

13. Fill in more *details* about your organization.

- Please try to fill in every field, if possible.
- You can enter organization description in your local language in this page.

14. Click '**Save organization profile**'.

15. Click '**Return to dashboard**' to proceed to the main dashboard page.

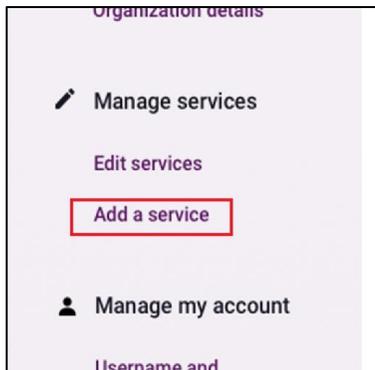
How to edit my organization profile?

1. You can update your profile as needed using the **Organization basics** and **Organization details** in the left menu (top menu on mobile and tablet)



How to add a service

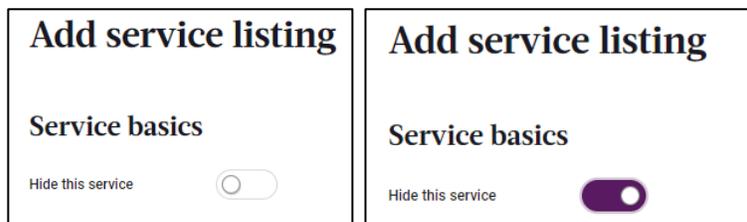
1. Select **'Add a service'** from the left menu.
 - On mobile, tablet, and some small laptops, the menu is in the “hamburger” icon on the top right.



2. Fill in the details for the service.
 - Try to fill in every field and provide as much information to help cities understand about your services.
 - You can enter service description in your local language in this page.
3. Click **'Publish service'** for it to be visible by MCR2030 dashboard users.

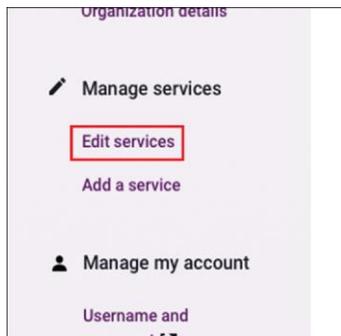
Note:

- You can list up to 15 services on the dashboard.
- You can 'hide' your service by sliding the **Hide this service slider** to the right (purple color).



How to edit a service

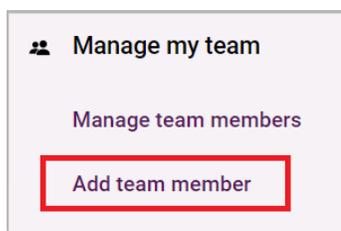
1. Select '**Edit services**' from the left menu.
 - On mobile, tablet, and some small laptops, the menu is in the “hamburger” icon on the top right.



How to add team members

The email used to sign up your organization to MCR2030 will have the Admin role by default. Only Admin can add, delete, and manage your team members.

1. Select '**Add team member**' under Manage my team menu on the left.



2. Enter your team member's email. Use the same email address your team member uses for PreventionWeb account.
3. Select user's role:
 - **Administrator** has access to the dashboard functions and can add/delete/manage team members.
 - **User** has access to the dashboard functions but cannot add/delete/manage team members.

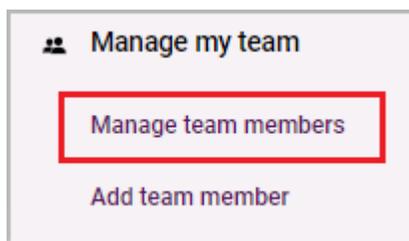
The screenshot shows a web form titled 'Add team member' with the following elements:

- Header: 'Add team member' with a home icon.
- Section Header: 'Invite team member to MCR2030 dashboard for XXXX'.
- Instruction: 'Use the same email address your team member uses for PreventionWeb account.'
- Form Fields:
 - 'Enter your team member's email.' with an input field labeled 'Enter email'.
 - 'Please enter the email again.' with an input field labeled 'Confirm email'.
- Section Header: 'Role and permissions'.
- Form Field: 'Select user's role.' with a dropdown menu.
- Buttons: 'Invite team member' (purple) and 'Back' (white with purple border).

4. Click '**Invite team member**'. Your team member will receive an email with the subject 'You have been added as a team member on MCR2030'.
5. Ask your team member to sign-in to the dashboard.

How to change a team member's role

1. Select '**Manage team members**' under Manage my team menu on the left.



2. Scroll down the page. You will see a list of your team members, categorized into 'Administrator' and 'User'.

Administrator

Select user name to edit permissions.

Name Lastname 1	emailaddress
✓ Status: Activated	Created on: January 29, 2021
🕒 Last updated on: January 29, 2021	

User

Select user name to edit permissions.

Name Lastname 2	emailaddress
✓ Status: Activated	Created on: March 16, 2021
🕒 Last updated on: March 16, 2021	

3. Select the name of user you wish to change permission.
4. Under 'Role and permissions' section, select the new role for this user, then click '**Save changes to team member**'.

Role and permissions

Select user's role.

User	x ^
User	
Administrator	

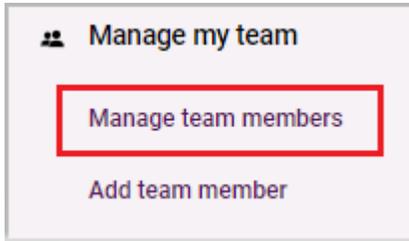
User has access to the dashboard functions but cannot add/delete/manage team members.

[Save changes to team member](#)

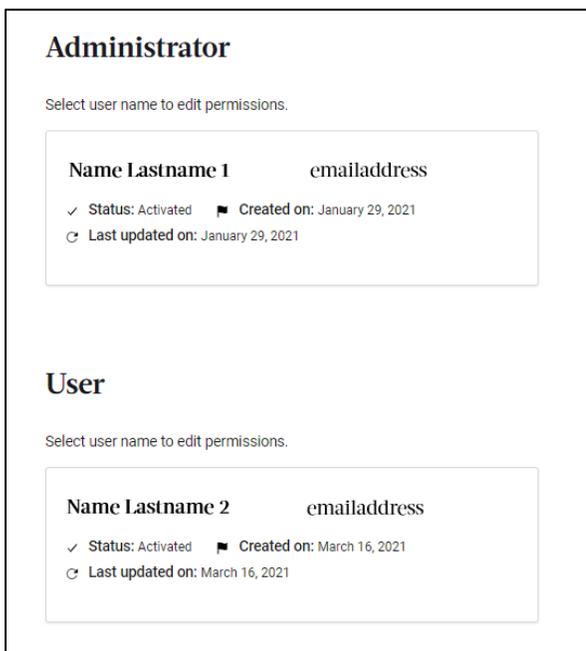
[Back](#)

How to deactivate/re-activate a team member

1. Select **'Manage team members'** under Manage my team menu on the left.



2. Scroll down the page. You will see a list of your team members, categorized into 'Administrator' and 'User'.



3. Select the name of user you wish to deactivate.
4. Under 'Team member basics', select **'Deactivate team member'**.

Team member basics

Username

First name

Last name

Remove the user's access to the dashboard completely? This means that when they log in to PreventionWeb, they will not be able to log in to the MCR2030 dashboard. They will lose access.

Deactivate team member

- A confirmation window will pop up. If you are sure to remove the user, select **'Deactivate user'**, or else select 'Stay and save information' to return to the previous page.

×

Are you sure you want to de-activate <user's email address>

Select 'Stay and save information' if you do not wish to remove this user. If you are sure to remove this user, select 'Deactivate user'. This user will no longer be able to access the MCR2030 dashboard.

Stay and save information

Deactivate user

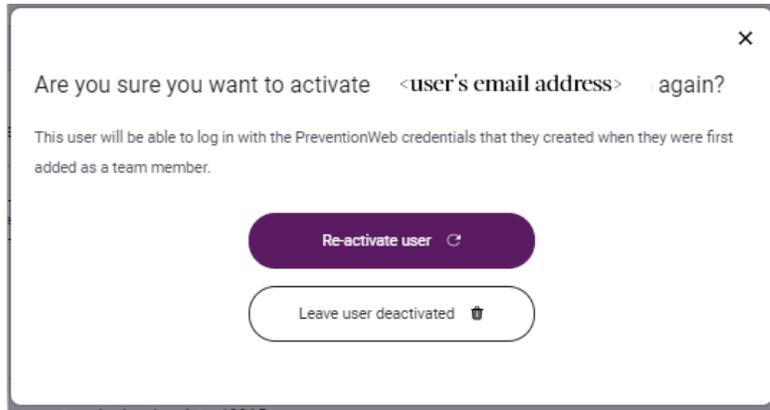
Note: deactivated user will still appear in your team, with “X Status: Not active yet”.

User

Select user name to edit permissions.

Name	Lastname 2	emailaddress
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="border: 1px solid red; padding: 2px;"> × Status: Not active yet </div> <div style="font-size: 12px;"> Created on: March 16, 2021 </div> </div> <div style="font-size: 12px; margin-top: 2px;"> Last updated on: March 16, 2021 </div>		

- To reactivate your team member, simply click the user's name. Then, select '**Activate team member**'. A window will pop-up. If you are sure to reactive user, select '**Re-activate user**'. Or else click 'leave user deactivated' and return to the previous page.

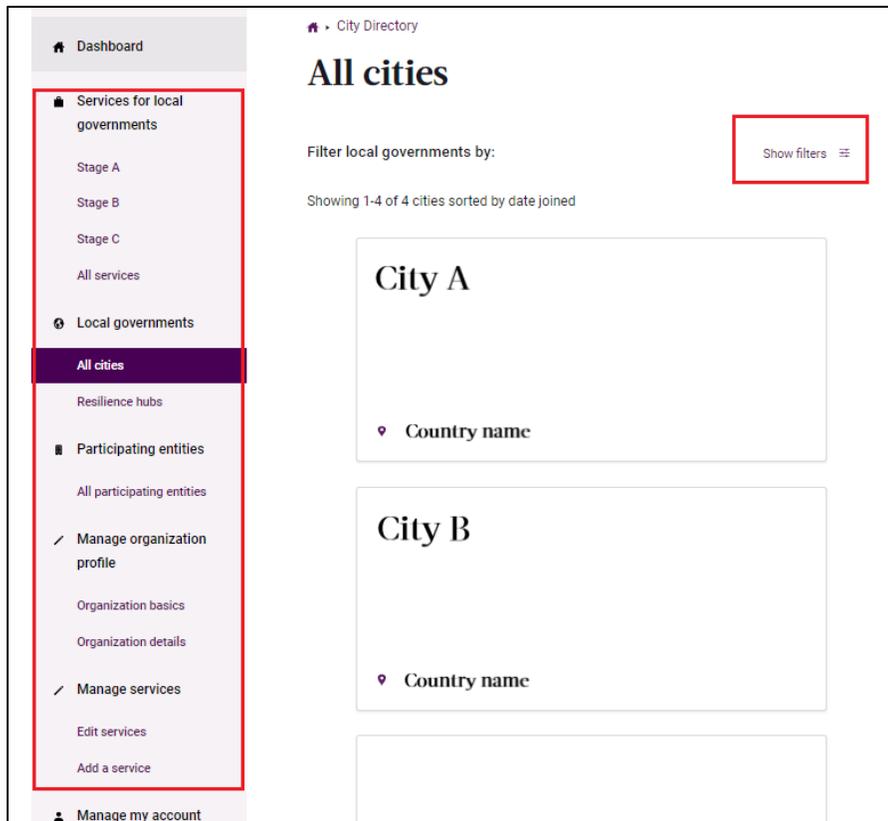


Frequently asked questions

- **Once I've signed up, how do I sign-in to the dashboard as a participating entity?**
 - Select "Have an account? Sign in" here: <http://mcr2030dashboard.undrr.org>
- **Can I edit my profile after signing up?**
 - Yes, you can. Select Organization Basics and Organization Details in the menu once you've signed up and signed in.
- **How many people can manage an organization profile?**
 - As many as you want. Follow the instruction on how to add team members in this guide.
- **How do I add services?**
 - Log in with the email address you use to sign-up to the dashboard to access your organization profile, then you can add the services.

- **How do I find other cities, participating entities, or services?**

- Use the directories on the left-hand menu bar and the filters. Select **'Show Filters'**



- **I have a PreventionWeb account, but when I try to sign in to the dashboard, I get this weird sign up screen. What's going on?**

- Even if you have a PreventionWeb account, you still need to complete the sign up as a participating entity to have access to the dashboard.

- **I found a bug or a glitch in the website. What do I do?**

- The dashboard is being developed iteratively, over the course of nine months, with more improvements to come. You may stumble on some bugs. Please help report bugs using this form: <https://forms.gle/XB7qFehBizCfy3vP9>

- **Can I delete a service or a profile?**

- The delete feature is being built at the moment. You will be able to 'hide' your service but cannot yet delete the service or a profile.

- **I have a design suggestion, or something else I want to see on the dashboard. Who do I send this to?**

- Please share your thoughts in this Google survey (<https://forms.gle/KEHZ2rqwhKoU3rEFA>)

- **How do I sign out?**



- Select your name in the top right, then select 'Sign Out'.