

every policy is connected

EPIC USER MANUAL

Powered by United Nations Economic Commission for Africa







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Glossary

Issues for Action (IA)	 Priority issues that the plan or policy is aiming to address. IAs can denote either a problem that requires action or a condition that needs to be maintained. IAs can generally be extrapolated from the narrative or the logframe of the policy document. e.g. <i>Insufficient primary school teachers with proper qualifications</i> Identifying IAs is a key starting point in identifying the objectives of the policy, which in turn will lead to a more relevant monitoring framework.
Core Concepts (CC)	A set of 29 concepts extracted from international development principles which help assess four dimensions of development – economic, environmental, institutional and social – in the policy.
	These core concepts help assess whether the coverage of the policy document is adequate.
IA/CC Combination	An output from mapping IAs to relevant CCs. Each IA identified in the document may be considered highly relevant to one or more CCs. Each combination is thus referred to as a IA/CC Combination.
Reference Population (RP)	Overall population or object that is being addressed or impacted upon by the issue requiring action. e.g. <i>All citizens, primary schools, health care facilities, ecosystem</i>
Target Group (TG)	Subsets of the reference population which may require specific focus due to their vulnerability or importance to the issue at hand. Target groups may be explicitly specified or implied in the policy. e.g. <i>Rural population, children with disabilities, migrant workers</i>
Outcome	A description of the desired result and target of the policy, which often includes a measure and a specified period of achievement. e.g. <i>Implement social protection systems and measures by 2030</i>
Indicator	A measure that provides meaningful evidence to help monitor progress against key national issues for which the desired outcomes are sought. Indicators are often found in an outcome table (i.e., logframe) or in an Appendix towards the end of the policy document. e.g. <i>Proportion of population that has access to public transport</i>



1. Introduction

EPiC – Every Policy is Connected

EPiC (Every Policy is Connected) is a tool that facilitates policy-data dialogue aiming to identify policy priorities as well as data needs. The tool integrates the four dimensions of development (Economic, Environmental, Institutional and Social) in every policy plan and develops a comprehensive indicator framework for policy monitoring.

2. How to Login

Step 1. On your preferred browser type in the URL <u>https://epic.unescap.org</u>. You will be redirected to <u>Figure 1</u> below. (*Note: EPiC works better with Chrome & Firefox*)

Welcome	Back	
LOGIN WITH	EMAIL	P [®] C
Email address		every policy is connected
PASSWORD		
Password		EPIC (Every Policy is Connected) is a tool that facilitates
Keep me logged in	Forgot Password?	policy-data dialogue aiming to identify policy priorities as well as data needs. The tool integrates the four dimensions
Login (à	and Social) in every policy plan and develops a comprehensive indicator framework for policy monitoring.
Don't have an account? R	equest an account	9.

Figure 1: EPiC tool login page

- **Step 2.** Please type in your email address and password and click **Login** to access the system.
- **Step 3.** After login, you will be redirected to the landing page in <u>Figure 2</u>, which lists all policies for the country in review

⊕ c² ∰ ≛≣ ?)			📕 English []	🤔 fikru2@un.org 🔵
Dashboard 🔁 Policies 🗸 🔡	Indicator Frameworks 🗸 🚿 Core Con	cepts 📕 Reports 🗸 🐯 Administration 🗸		
C A Policies				
Create New Policy		Policies		Ethiop
Q Search Policies				Filter Policy 🗸
REF NO.	Ç TITLE	🗘 # IAS 🗘 STATUS		Ŷ
POL/20/09/0002	Josh Test Policy	6 PHASE IV	Nov 21, 2020	o 🗹 前 🚦
POL/20/11/0017	Test	• o PHASE I	Nov 11, 2020	o 🗹 前 🚦
001 /00/44/0044	TheT		Nov 41, 0000	o 🕼 🖶 :
POL/20/10/0013	TTest	2 COMPLETED	Nov 06, 2020	o 🗹 📋 🗄
P0L/20/10/0012	TPolicy	• 4 PHASE III	Oct 27, 2020	© 🖉 🎁 🗄
POL/20/10/0007	Demo	9 PHASE IV	Oct 12, 2020	o 🗹 💼 🕴
POL/20/10/0006	test	• 1 PHASE IV	Oct 01, 2020	o 🗹 前 🚦
				Previous 1 Next





3. General Overview

This tool aims to enhance policies and their associated monitoring and evaluation framework. Policy structure is first defined by its sections and sub-sections where policies Issues for actions (IAs) are identified. These Issues for Action get linked to one or more Core Concepts (CCs) which forms IA/CC combinations. For each IA/CC combination relevant Global, Regional, National and Policy Indicators get identified to track the progress of that IA/CC combination.

The tool has four phases after a policy has been created. Under each phase there are additional steps users must go through before proceeding to the next phase.

Users will be able to read any of the policies and its details in the country context the user has access to. The users who will be working at each phase of the policy should be given permission to work at that phase. The permission can be given at any phase or stage. The assigned users can **edit** only the phase they have permission for. Each of the phases and their detailed steps are described further below.

3.1 EPiC User roles

In the EPiC system there are five main different roles.

- **FRAMEWORK_MANAGER:** users assigned with this role are responsible for creating and managing the indicator frameworks at the **Global** and **Regional** level.
- **NATIONAL_FRAMEWORK_MANAGER:** users assigned with this role are responsible for creating and managing an indicator framework that will only be available at the **National** level for their assigned country context.
- **POLICY_CREATOR:** users assigned this role are responsible for creating a policy that will be analyzed and go through the four phases of the tool for the assigned country context.
- **POLICY_USER_MANAGER:** users assigned with this role are responsible for managing and assigning roles to users who will work at each phase of a policy within the given country context
- **ADMINISTRATOR:** users assigned with this role are responsible for the overall managing and administration of the EPiC tool.



4. Components

The main components of the EPiC tool are described below. When you have successfully logged in, you are first redirected to the Policies list page. In this page you have the main navigation menus and the policies within the country context, as indicated in **Figure 3** below. The different sections are described below.

≡ ⊕ ∂ ⋕ ≢ ?	Section 4.1		💻 English []	彈 fikru2@un.org 🚺
💂 Dashboard 🛛 🛱 Policies 🗸	🗸 🔡 Indicator Frameworks 🗸 🚿 Core Conc	epts 📳 Reports 🗸 🔅 Administration 🗸	Section 4.3	
EPIC A Policies				
Create New Policy		Policies		Ethiopia
				ctic
Q Search Policies	S	Section 4.4		Filter Policy V
REF NO.	Ç TITLE	<pre>^ #IAS</pre>	↓ UPDATED	<u>с</u> .5
POL/20/09/0002	Josh Test Policy	6 PHASE IV	Nov 21, 2020	© ∅ 🖬 ! 👦
POL/20/11/0017	Test	O O PHASE I	Nov 11, 2020	◎ 🖉 🛍 ፤
POL/20/11/0016	TigT	• 7 PHASE IV	Nov 11, 2020	∞ 🗹 🏛 ፤
POL/20/10/0013	TTest	© 2 COMPLETED	Nov 06, 2020	◎ 🖄 🖶 :
POL/20/10/0012	TPolicy	• 4 PHASE III	Oct 27, 2020	◎ 🖄 🖶 :
POL/20/10/0007	Demo	• 9 PHASE IV	Oct 12, 2020	۰ 🗹 🛍 :
POL/20/10/0006	test	• 1 PHASE IV	Oct 01, 2020	۰ 🗹 💼 :
				Previous 1 Next

Figure 3: EPiC landing page - List of policies for the country context

Section 4.1. This section contains icons that redirect you to other pages of the EPiC tool.

Section 4.2. This section in <u>Figure 5</u> below allows users to perform different actions.



Figure 4: Description for section 4.1 of the Policies page







Figure 5: Description for section 4.2 of Policies page

4.1. About Profile

In this section, you have the option to edit your profile, change your password or upload a profile picture.

4.1.1 How to update profile information

- **Step 1.** To update your profile information, go to **Profile** to open account profile page.
- Step 2. From the account profile page, please click Edit Profile settings as indicated in Figure <u>6</u> below.



Figure 6: Account Profile page - Edit profile settings





- **Step 3.** You will be redirected to the edit profile settings page. As indicated in <u>Figure 7</u> below, you edit general information.
- **Step 4.** You can also see the country of scope and the roles that have been assigned to you.

≡⊕ ở ∰ ≛ ?		E PCC		🛎 English [] 🔏 ye	
💭 Dashboard 🛛 🧖 Policies 🗸	🔡 Indicator Frameworks 🗸 🚀 Core Concepts 📳	Reports 🗸			
EPIC 🖾 > Account Profile >	Edit				
Edit Profile					
Profile Picture	General Information		Acce	ess Level	
	USER NAME	EMAIL	COUN	ITRY OF SCOPE	
	yemshaw@un.org	yemshaw@un.org	Eth	niopia	
	NAME	PHONE NUMBER	Role	Roles FRAMEWORK MANAGER NATIONAL FRAMEWORK MANAGER POLICY CREATOR POLICY USER MANAGER	۲
	Eyassu Yemshaw	+251115443320	FRAM		
	FUNCTIONAL TITLE	LOCATION	POLIC		
	Software Developer	Addis Ababa, Ethiopia	POLIC		
	ENTREPRISE	PREFERRED LANGUAGE			
ப UPLOAD NEW PICTURE	United Nations Economic Comission for Africa	en	~		
& Update Profile Settings	■ Return to View Profile				



- 4.1.2 How to Change your password
- **Step 1.** To change your password, go to **Profile**, as seen above in **Figure 5**.
- **Step 2.** You will be redirected to your **Account profile** page in <u>Figure 8</u> below. From here click **Change Password** as indicated below.

≡⊕ ⊘ ∰ ≛ ?			📟 English [] 🗳 yemshaw@un.org	
🚍 Dashboard 🛛 🛱 Policies 🗸	🔡 Indicator Frameworks 🗸 🦪 Core Concepts	🗐 Reports 🗸		
EPIC 🏠 > User Activity >	Account Profile			
Basic Details				
	 United Nations Economic Comission for Africa Software Developer Addis Ababa, Ethiopia +251115443320 	Roles		_
		FRAMEWORK_MANAGER	POLICY_CREATOR POLICY_USER_MANAGER	ø
Eyassu Yemshaw yemshaw@un.org	⊠ yemshaw@un.org ■ Ethiopia			
se Edit Profile Settings	Change Password Cancel			

Figure 8: Account profile page - Change Password



Step 3. You will be redirected to the change password page seen in <u>Figure 9</u> below. As required type in your current password and new password and confirmation in the space provided. When you are done click **Update Password**.

Change Password	
CURRENT PASSWORD	
NEW PASSWORD	
CONFIRM NEW PASSWORD	
Update password	Cancel

Figure 9: Change password page

- **Step 4.** A message at the top of your window will be displayed to confirm you have successfully changed your password.
- 4.1.3 How to upload/change profile picture
- **Step 5.** To upload or edit a profile picture go to **Profile** to open account profile page.
- **Step 6.** From the account profile page, please click **Edit Profile settings** as indicated in **Figure 10** below.

≡⊕ ♂ ∰ ▲= ?			English [] 🗳 yemshaw@un.org	Î
📮 Dashboard 🛛 둮 Policies 🗸	🔡 Indicator Frameworks 🗸 🚀 Core Concepts	🗐 Reports 🗸		
EPiC 🛆 > User Activity > .	Account Profile			
Basic Details				
	 United Nations Economic Comission for Africa Software Developer Addis Ababa, Ethiopia 	Roles		
		FRAMEWORK_MANAGER	POLICY_CREATOR	
	+251115443320	NATIONAL_FRAMEWORK_MANAGER	POLICY_USER_MANAGER	
	₩ yemshaw@un.org			
Eyassu Yemshaw yemshaw@un.org	Ethiopia			
Edit Profile Settings	Change Password Cancel			

Figure 10: Account profile page - Edit Profile Settings

- **Step 7.** You will be redirected to the edit profile settings page. As indicated in Figure 11 below, click **Upload New Picture**.
- **Step 8.** You will be redirected to search and select your preferred picture.





Step 9. Once it is uploaded click **Update Profile Settings** and the newly added profile picture will be displayed.

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📮 Dashboard 🛛 🛱 Policies 🗸	🔡 Indicator Frameworks 🗸 🚿 Core Concepts 📳	Reports v	
EPIC 🛆 > Account Profile :	Edit		
Edit Profile			
Profile Picture	General Information		Access Level
	USER NAME	EMAIL	COUNTRY OF SCOPE
	yemshaw@un.org	yemshaw@un.org	Ethiopia
	NAME	PHONE NUMBER	Roles
	Eyassu Yemshaw	+251115443320	FRAMEWORK MANAGER
	FUNCTIONAL TITLE	LOCATION	POLICY CREATOR
	Software Developer	Addis Ababa, Ethiopia	POLICY USER MANAGER
	ENTREPRISE	PREFERRED LANGUAGE	
ப UPLOAD NEW PICTURE	United Nations Economic Comission for Africa	en v	
& Update Profile Settings	Return to View Profile		

Figure 11: Uploading a profile picture

- **Section 4.3.** This section contains the main navigation menu. Position your mouse over each menu and check the submenu available under any of the menus.
 - ✓ The Dashboard menu is described below, and details of the remaining navigation menus are described further in this user guide

4.2. Dashboard Menu

When the dashboard menu is clicked, you will be redirected to **Figure 12** below. The dashboard page mainly displays an overview of the current country's context policies, indicator frameworks and latest updates.



Figure 12: Dashboard menu





- **Section 4.4.** This section displays a list of the policies that have been created for the country context. From this section you can create a new policy or click one of the policies to view. Please refer to Section 9 for further details.
- **Section 4.5.** This settings gear icon (identified as Section 4.5 in <u>Figure 3</u>) opens a side menu of a Theme Customizer that will allow the user to customize the look of the EPiC tool as indicated in <u>Figure 13</u> below.

THEME CUSTOMIZER Customize & Preview in Real Time	×
Theme Layout • Light O Dark O Semi Dark	
Icon Animation	
Collapse Menu	
Navbar Colors	
Note : This option with work only on sticky nav scroll page.	bar when you
Na∨bar Type ○ Static ● Fixed	
Footer Type Hidden Static Sticky	
Card Shadow	
Hide Scroll To Top	
	Show all

Theme Layout – allows you to change the EPiC page theme.

Icon Animation- you can enable or disable the icon animations you see next to the menus Collapse Menu- Can choose to collapse the main menu

Navbar Colors – allow you to change the color of the navbar

Navbar Type- allows you to fix the position of the navbar **Footer Type**- allows you to fix the position of the footer.







5. Indicator Frameworks

Indicator frameworks are the basic structure that define the indicators. In the indicator framework section, we can view the list of available indicator frameworks. As indicated in <u>Figure 14</u> below we can choose to view the Global, Regional, National and Policy indicators.

🖵 Dashboard 🛛 🕞 Policies 🗸	🔠 Indicator Frameworks 🗸	🚀 Core Concepts	🗐 Reports 🗸 🔅 .	Administration 🗸
EPiC 🛆 > National Dashboa	🌐 Global			
	🔯 Regional			
	🔅 National			
Total Policies	亭 Policy	Ind	icator Frameworks	Total Indicators
7	1 All		9	1,689

Figure 14: Indicator Framework menu

Global Indicator Framework

These indicator frameworks are from global initiatives (eg SDGs) and contain indicators and can be thus mapped to the key issues in the document.

EPIC A Indicator Frameworks > Global > Lis	Global Indica	tor Frameworks	Ethiopia
Sreen Growth Indicators * No Descrption একেম৯ ।ই০ এ ৫ । প্র ত্র	No Descrption (0.000AL) (루45) 쇼 쇼 1 22 중	SDGs: Global Indicator ・ Aglobal framework for "achieving sustainable development in its all dimensions -economic ののMAL) ほど44 (のよ) 図 合	WTO - Compendium Of To * 2020 wto report, compendium of tourism statistics @COBAL 厚印 企士 ② 會
WTO - Sustainable Tour * 2005 unep-wto report 'making tourism more sustainable: a guide for policy makers' conme、同なしば 含言			

Figure 15: List of the Global Indicator Frameworks

Regional Indicator Framework

These indicator frameworks are those identified regional initiatives, of relevance, which contain indicators and can be thus mapped to the key issues in the document.









National Indicator Framework

These indicator frameworks are those which exist in other policies at the national level, which hold relevance to the country context policy being reviewed.

EPIC 🗁 > Indicator Frameworks > National	> List	
🖪 Create New	Natio	onal Indicator Frameworks
Growth And Transformat *	TFrameWork	*
The second growth and transformation plan (gtp ii) has set out an objective to achieve a	Test	
NATIONAL 写1065 A 土 🗹 💼	NATIONAL) 写1 & 山 図 💼	



Policy Indicator Framework

These policy indicator frameworks are those contained and proposed in each of the policy to be analyzed for a particular country context.

EPIC 🖾 > Indicator Frameworks > Policy	> List					
		Policy Indicat	tor	Frameworks		🎫 Ethiopia
Demo - Indicator Frame Demo - Indicator framework	ŕ	Leyu Policy - Indicato * Leyu policy - indicator framework Pouce 1중이 1중		Test - Indicator Frame * Test - indicator framework POLICY I루니 (중	Test - Indicator Frame Test - Indicator framework Four I루이 중	~
Test - Indicator Frame Test - indicator framework POLICY I용이 I중		TPolicy - Indicator Fr * Tpolicy - indicator framework ROLLOY 日本 1 日本		TTest - Indicator Fram × Ttest - indicator framework ROLLY 長3 ②		

Figure 18: List of the policy indicator frameworks for a country context

- If you select one of the policy indicator frameworks from the above list, as indicated in
 Figure 19
 below the list of policy indicators created for that policy indicator framework
 will be displayed.
- Note that this is a read only view of the policies and the indicators. To create policy indicators, please refer to **step 2 in <u>section 9.2.1.</u>**

EP	iC 🛛 🏠 🔿	Indicator Frameworks > Policy > TigT - Indicator Frame > Indicators List		
		Indicators TigT - Indicator Framework	Eth	niopia
			Q Search Indicators	
Г	CODE	DESCRIPTION]
	PT-5	TT-Pol5		
	PT-6	TT-Pol6		
	PT-1	TT-Pol1		
	PT-2	TT-Pol2		

Figure 19: List of indicators created under an indicator framework





5.1. How to Create Indicator Framework

To create indicators, we need to have an indicator framework first, which can be created following the steps below.

- **Step 1.** To create an indicator framework, choose either the Global or Regional or National from the Indicator Framework menu displayed in <u>Figure 14</u>.
- **Step 2.** Depending on your selection, you will be redirected to the corresponding page with a **Create New** button at the top-right corner.
 - ✓ The Create New button for Global and Regional indicator framework will only be visible to users who are assigned the FRAMEWORK_MANAGER role.
 - ✓ The Create New button for National indicator framework will only be visible to users who are assigned the NATIONAL_FRAMEWORK_MANAGER role.
- **Step 3.** As indicated in <u>Figure 20</u> below, the **Framework Type** field will be different based on what you selected. The Country field is only available when National framework type is selected.

EPiC	Indicator Frameworks > Create		_		
N	ame			Save	
L	TGTest			🗢 Back to List	
	escription				
ш	Detail				
		©		Relevant Statistics	
F	ramework Type	Country	11	Indicators	1
	National	Ethlopia	~		
			_		

Figure 20: Creating an Indicator framework

- **Step 4.** Please type in the Name and Description of the indicator framework you are creating and click **Save**.
- **Step 5.** When the indicator framework is created it will be added to the list of indicator frameworks window.
- Step 6. As indicated in Figure 21 below, you can use the icons available to see the number of indicators associated with this framework, to download and import indicator (Refer to How to Download & Import templates), to edit the indicator framework and delete.



Figure 21: New framework created and adding indicators





5.2. How to Create Indicators

Once we have an indicator framework, we can create the indicators, following the steps below.

- **Step 1.** To create an indicator, choose Global, Regional or National from **Figure 14** above.
- Step 2. Depending on your selection, you will be redirected to a list of indicator frameworks as seen in <u>Figure 22</u> below. In this figure, we have chosen the National Indicator Framework

Create New	National Indic	National Indicator Frameworks					
Growth And Transformat *	TFrameWork *	TGTest					
The second growth and transformation olan (gtp ii) has set out an objective to achieve a	Test	Detail					
NATIONAL 译1065 办 土 🕜 🛗	NATIONAL 목3 み 止 図 💼	NATIONAL 写 み 止 図 💼					

Figure 22: National Indicator Framework list

- **Step 3.** From the available lists in <u>Figure 22</u> above, select one of the national indicator frameworks.
- **Step 4.** You will be redirected to the Indicators list page for the selected indicator framework.
- **Step 5.** As indicated in **Figure 23** below, you can manually add indicators in the system or download a template and import the indicators.
 - ✓ To download and import the indicators, please refer to <u>How to Download &</u> <u>Import templates</u>.
- **Step 6.** To continue creating the indicator, click **Create New** button as indicated in <u>Figure 23</u> below

LT Cre	eate New	④ 止	Indicators TFrameWork	💶 Ethiopi
			Q Search	Indicators
	CODE	DESCRIPTION		
$\stackrel{\triangle}{\bigtriangledown}$	Т03	test3		団 2
$\stackrel{\triangle}{\nabla}$	T02	test1		園
$\stackrel{\triangle}{\bigtriangledown}$	T01	Demo		圓
Sho	wing 1 to 3 o	f 3 entries		Previous 1 Next

Figure 23: Indicators list for a specific indicator framework



Step 7. As indicated in **Figure 24** below, you will be redirected to the Create Indicator page.

Step 8. Type in the **Code** and **Name** of the indicator in the space provided and click **Save**

EPiC ᢙ → Indicator Frameworks → National → TFrameWork → Create Indicator	
Framework Type: NATIONAL	► Save
Code	➡ Back to List
Name	



5.3. How to Download & Import Templates

- 5.3.1 How to download templates
- **Step 1.** To download the indicator template, click the download template icon as shown in **Figure 25** below.
- **Step 2.** When download template is selected an Excel document will be downloaded.



Figure 25: Downloading a template

- **Step 3.** Once download is complete, please go to your download folder and open the template in an Excel file.
- 5.3.2 How to edit templates
- **Step 1.** The downloaded Excel template should be opened as shown in Figure 26.

Note: The Excel file is unique to each indicator framework or policy indicator that has been selected. Make sure to import the template to the relevant indicator framework.





Al \cdot \cdot \cdot \cdot \cdot \cdot \cdot \cdot						
EPiC - Every Policy is Connected						
 Purpose: This template is used for offline data entry of indicators of a country that will eventually be imported into the EPIC tool. 						
a Important Notice:						
This template requires that the user enables Macro to execute in Excel. The user must enable Macro in order to fully use this template. Please click on the Enable Content button at the to Please note that some features and functions of Excel will be disabled to prevent accidental data modification and to enforce strict data validation.	This beingket requires that the user enables Mecro to execute in Excel. The user must enable Macro in order to fully use this template. Please click on the Enable Content button at the top bar. Please note that some features and functions of Excel will be disabled to prevent accidental data modification and to enforce strict data validation.					
You must enable macro in order to use this template. Please click on the Enable Content button at the top bar. The Go to indicators buttons will not respond unless Excel Macro is enabled.						
Getting Started:						
Once Macro is enabled in Excel, click on Go to Indicators button to use this template.						
INDICATOR ENTRY						
Go to Indicators						
20						
22						
introduction 🕜						

Figure 26: Excel file of the Indicator template when downloaded

- Step 2. From Figure 26 above click Enable Editing.
- **Step 3.** When a security warning message pops up as indicated in <u>Figure 27</u> below, click **Enable Content** and then click **Go to Indicators** as shown.



Figure 27: Enable Content and Go to Indicators

- **Step 4.** You will be redirected to the Indicators Data Entry Excel sheet as shown in Figure 28 below.
- **Step 5.** In the appropriate columns, type in all relevant indicators and their details.





	Indicators Data Entry		Validate
	Name column is required field hence a value must be entered. Position column	automatically takes the row number if no value is supplied. Rows with ex-	visting data from the system can not be deleted.
Code	Name	Position	

Figure 28: Indicators Data Entry Excel sheet

- **Step 6.** After you have added the indicator click Validate as highlighted in <u>Figure 28</u> to make sure there are no errors and save the Excel file.
- **Step 7.** You will be redirected to the General Excel sheet. You can see the confirmation that there are no errors. To add more indictors, select the Go to Indicators link.

Country Framework Name Language Version	Test AAA - Indicator Framework en 1.0.1	
Indicators Validation	The Indicators worksheet has no errors. You may proceed to import the file.	<u>Go to Indicators</u>

Figure 29: Confirmation the indicators are saved and validated

5.3.3 *How to Import Templates*

Step 1. To start the importing process, click **Import indicator** icon as indicted in **Figure 30** below.



Figure 30: Importing a template





Step 2. As shown in <u>Figure 31</u> below the Import wizard will be opened. Click on Next to start importing.

Import Wizard	Restart
information about the indicator framework.	This wizard will guide you to import data from an excel template that you've downloaded and modified. You are about to import indicators for the following Indicator Framework from a template
UPLOAD TEMPLATE	TYPE : Policy COUNTRY : 🚾 Ethiopia
IMPORT REVIEW TEMPLATE CONTENT AND IMPORT.	Please note that the template you are about to import must match the indicator framework you have selected above. Please click Next to continue.
FINAL IMPORT STATUS.	Next

Figure 31: Importing Wizard window

Step 3. Browse and search for the indicator template Excel file to import the indicators.

Import Wizard		 Restart Exit
i IMPORTING INDICATORS INFORMATION ABOUT THE INDICATOR FRAMEWORK.	Please upload your file here Browse and select template file	
UPLOAD TEMPLATE UPLOAD YOUR TEMPLATE FILE HERE.	TEMPLATE FILE INDICATORTEMPLATE-TIGTINDICATOR_FRA.XLSM BROWSE	
IMPORT V REVIEW TEMPLATE CONTENT AND IMPORT.		I
FINAL IMPORT STATUS.		Next



- **Step 4.** When you upload and click next, a summary of the edited template content will be shown.
- **Step 5.** Review the summary and click Next.

Import Wizard						Restart
i IMPORTING INDICATO	DRS INDICATOR FRAMEWORK.	Summary	of the template content mary	•# :]	
UPLOAD TEMPLATE	ILE HERE.		Total Total number of records in the template	2		
IMPORT REVIEW TEMPLATE CONTEN	IT AND IMPORT.	۵	New New records in the template	2		
FINAL IMPORT STATUS.		2	Updated Updated records in the template	0		
		Đ	Duplicates Duplicate codes in the template	0		
		Please click	Next to continue with the import.			
(Ne

Figure 33: Summary of the template content





- **Step 6.** If the import was successful with no errors a message will be displayed at the top as in Figure 34.
- **Step 7.** Click Finish and close to finalize the import. The indicators will be added accordingly.

Import V	Vizard		Restart	Exit	
i	IMPORTING INDICATORS INFORMATION ABOUT THE INDICATOR FRAMEWORK.	The Indicators have been successfully imported!			
	UPLOAD TEMPLATE UPLOAD YOUR TEMPLATE FILE HERE.				۱
\checkmark	IMPORT REVIEW TEMPLATE CONTENT AND IMPORT.	Please click Finish to close.			
P	STATUS FINAL IMPORT STATUS.		Finis	h & Close	





6. Core Concepts

Core concepts refer to the social, economic, environmental and institutional principles that guide national policy priority setting. There are 29 Global core concepts in the EPiC tool that all users can refer to.

- ✓ The Global Core Concepts are available for every country and they cannot be changed or edited.
- ✓ National Core Concepts can be created or edited by a user who has the role of National_Framework_Manager for the country.

] Dashbo	ard 🕞 Policies 🗸	🔛 Indicator Frameworks 🗸 🚀 Core Concepts 📕 Reports 🗸 🍈 Administration 🗸		
PiC 6	> Core Concepts			
🛨 Create	New	Core Concepts		💶 Ethiopia
Q :	Search Core Concepts .		Sh	ow National Only
1	Access	What are physical, economic, and information requirements for full access to services by all policy target groups? (e.g. accessible transportation: physical structure of the facilities; affordability and understandable information in appropriate format) What are mechanisms that ensure all beneficiaries of the policy implementation have equal access to services and entitlements (including to justice system)?	GLOBAL	× (
2	Accountable and transparent management	To whom, and for what, service providers are accountable? And what is the mechanism for beneficiaries to provide feedback and receiver responses? Are the processes through which services are provided to target groups transparent to the beneficiaries? What are mechanisms for reducing any form of corruption in implementation of the policy or delivery of the services? And the not indicate a unitable to inform a molecular direct recorresponding to the policy or delivery of the services?	GLOBAL	

Figure 35: List of Global and National Core Concepts

6.1. How to Add National Core Concepts

- **Step 1.** To add a national core concept, click **Core Concepts** menu as indicated in **Figure 35** above.
- **Step 2.** When the list of core concepts is displayed, click Create New button located at the top-left corner. This menu will only be visible to users with permission.
- Step 3. You will be redirected to the Create New Core Concept window as indicated in Figure <u>36</u> below.

EPiC A Core Concepts > New		
Type: NATIONAL		⊳ Save
Title	Code	🗢 Back to List
Description		
Describe the core concept in detail		
	ĥ	

Figure 36: Creating a National Core Concept



Step 4. Please type in the Title, Code and Description of the Core Concept and click **Save**.

Step 5. The new Core Concept will be added to the list, which will be arranged according to the given code. You can click **Edit** icon to edit the Core Concept created.

28	Services and entitlements	What are the specific service needs and choices available to the target groups? What are the tailored services or entitlements made available to target groups by the policy?	GLOBAL	
29	Sustainable investment	What are different types of investment that are required for increasing quality and range of products (goods and/or services) produced by implementation of this plan? (including public, private and foreign investments)	GLOBAL	
234	CC National	Guide	NATIONAL	Ø

Figure 37: New national Core Concept added

7. **Reports**

Once the inputs have been added, you can create an overall **Progress Report** on all available policies from the **Reports** menu. You can also go to a particular policy and generate the reports by phases, with Phase IV report being the Final Report (Refer to Policy report in <u>Sections 9.3</u> and <u>9.4</u>).

7.1 How to Generate Progress Report

Step 1.To generate a progress report, click **Reports** then **Progress Report** as shown in Figure38 below.



Figure 38: Creating an overall Progress Report

Step 2. When you click Progress Report you will be redirected to the Report that is divided into three sections, as seen in Figure 39 below. You can Download, Print or Bookmark the report using action menus.

FCL20/110018- TgT FCL20/110018- TgT=0 FCL20/110016- Tg1=0 FCL20/110016- Tm1 AAA	(HALE II)	LINEL.					004804.04740			
CL20/110018- TgTml CL20/110018- TgTml AAA			INDICATONS	attectures	ourcours	188	-	INDICATORS		
POLODITIONA - Test AAA		Rolew Industor		-		-				
	(PARI)	Farrent								
POLISSINGBOTS - TPoley	(PARE II)	Review Care		4	4	4	4	2		
POLIZIA/TIBROOR - Large Policy	(Press)	Relevant Framework	а							
CLOSTIBBORT: Cerns	-	Review Pr-CC Combination		4	а	4		а		
CL/20/10/008 - Incl	(PALE N	A CC Cambrelian				1	1			
POLISSIBBURG - Josh Test Policy	(PARK)	Review Industor Framework		1	а	1		4		
CL/DD/DB/D001 - Inval	(MARK)	Review PLCC Camila value		a		1	ы	1		
		TOTAL		27	н	н		20		
day, November OB, 2020 6-88 PM								≣ PiC		
		Comple	eted Polic	cies				of the second second		
TT.4	STATUS	Comple	neted Polic	cies energes	OUTCOMES	BUTLAL LAS	004804.04710	NOCATORS		
971.8 F01.250/1680/13 - 171mil	STATUS (CONFILING)	Comple unve.	sted Polic	structures	OUTCOMIN 3	artai. 18	CONSIGNATION MARTIN	INDICATORS		

Figure 39: EPiC Progress Report





8. Administrations

Administration menu is only visible to users who have Administrator roles. The Administrator can go to **Users & Roles** or **Countries**.

🖵 Dashboard 🛛 🖓 Policies 🗸 🔡 Indicator Frameworks 🗸 🚀 Core Conce	pts 🗐 Reports 🗸	🄯 Administration 🗸	
EPiC A Core Concepts		<u> R</u> Users & Roles	
Create New	Core Conc	🔶 Countries	

Figure 40: Administration sub-menus

8.1. Users & Roles

From the Users & Roles menu, the administrator can create new users and assign roles as appropriate.

- Step 1. When Users & Roles is clicked, you will be redirected to the User's List as indicated in Figure 41 below.
- **Step 2.** The Administrator can see all users who currently have access to the system. The Administrator can also add a new user by clicking the **Create New User** button.

EPIC Administration > User Account Pro	files						
User's List					≗+ Create New	2+ Create New User	
SHOW 50 V ENTRIES					Search User		
FULL NAME	COMPANY	ADDRESS	COUNTRY OF CONTEXT	ROLES		1	
Tigist Fikru fikru2@un.org ≛ ⊠	d United Nations Economic Comission for Africa	හී Addis Ababa, Ethiopia ௹ +251 11 544-4563	Ethiopia ENGLISH	ADMINISTRATO DEVELOPER FRAMEWORK M NATIONAL FRA POLICY CREATO POLICY USER N	R ANAGER MEWORK MANAGER DR MANAGER	2	
Tsion Seifu seifut⊛un.org ≛ ⊠	個 United Nations Economic Comission for Africa 命 Software Developer	හී Addis Ababa, Ethiopia ලී	Ethiopia ENGLISH	ADMINISTRATO DEVELOPER FRAMEWORK M NATIONAL FRA POLICY CREATO POLICY USER N	R ANAGER MEWORK MANAGER DR IANAGER	2	

Figure 41: User's List

Step 3. When the Create New User is clicked, you will be redirected to the Create Profile page as in Figure 42.





reate Profile		
MAIL	COUNTRY OF SCOPE	
yemshaw@un.org	Select	~
ULL NAME	PREFERRED LANGUAGE	
	en	~
ASSWORD	CONFIRM PASSWORD	



- **Step 4.** In the Create Profile page, provide the new user's detail. You can also set the Country of Scope the user is allowed to view.
- **Step 5.** To edit user's information, please click the name of the user from the screen shown in **Figure 41** above.
- **Step 6.** From the Basic Details page for the selected user, you can reset password, lock user, edit profile settings or delete user as shown in <u>Figure 43</u>.

d Nations Economic Comission for Africa	Roles	
Ababa, Ethiopia	ADMINISTRATOR	NATIONAL_FRAMEWORK_MANAGER
11 544-4604	DEVELOPER	POLICY_CREATOR
ayne.abaineh@un.org	FRAMEWORK_MANAGER	POLICY_USER_MANAGER
ia		
	d Nations Economic Comission for Africa r Ababa, Ethiopia 11 544-4604 ayne.abaineh@un.org ia	d Nations Economic Comission for Africa Roles rr Ababa, Ethiopia DeVELOPER 11 544-4604 DEVELOPER ayne.abaineh@un.org FRAMEWORK_MANAGER

Figure 43: User's Basic Details page

- Step 7. To set and/or change access level for the Country of Scope and assign roles to the user, click Edit Profile Settings. You will be redirected to the Edit profile page displayed in Figure 44 below.
 - ✓ Country of Scope sets the country which the user is allowed to access and can view the list of policies, the national and policy indicator frameworks and generate reports. The user cannot be assigned to more than one country of scope





file Picture	General Information		Access Level	
	USER NAME	EMAIL Send verification email	COUNTRY OF SCOPE	
	quratlayne.abaineh@un.org	quratlayne.abaineh@un.org	Ethiopia	
	NAME	PHONE NUMBER	Roles	
	Quratlayne Abaineh	+251 11 544-4604	ADMINISTRATOR	
	FUNCTIONAL TITLE	LOCATION	DEVELOPER	
	Trainer	Addis Ababa, Ethiopia	FRAMEWORK MANAGER	
UPLOAD NEW PICTURE	ENTREPRISE	PREFERRED LANGUAGE	NATIONAL FRAMEWORK MANAGER	
	United Nations Economic Comission for Africa	en	POLICY CREATOR	
			POLICY USER MANAGER	
				_

Figure 44: Administrator - Edit Profile Settings

8.2. Countries

From the Countries menu, the Administrator can view and change the context of the country information being shown. The Administrator can also view which users with access to the country.

- ✓ A user with the administrator role can change the country of scope from here and view the details within that country of context.
- ✓ The four icons available at the last column gives the administrator differnet options to directly go to the countries specific view as indicated in the figure.

Countries List				
Search countries		Q	Go directly to Users & Roles	
CODE/FLAG NAME	LANGUAGE	# POLICIES		_
et 🚾 Ethiopia	en 🗧	11	및 ⓒ 원 :	۲
th 🗮 Thailand	• en	7	2 A	
			Go directly to Policies	
			POLICIES	
			INDICATOR FRAMEWORKS	
			CORE CONCEPTS	
			USERS & ROLES	
			REPORTS	

Figure 45: List of countries visible to the Administrator



9. Policies

From the Policies menu, a policy can be added to the system. After the policy is created, it goes through four phases. Only users assigned to the phase will have access to the edit functions within the corresponding phase.

9.1. Accessing a Policy

Step 1. From the top menu bar, select the Policies drop-down and click All, as indicated in the Figure 46 below. From the sub menu, you can select a phase to view the policies in the corresponding phase (click Phase I to view all policies in Phase I).

≡ ⊕ ⊘ ∰					EPIC Every Policy is Connected	i -
💂 Dashbourd	R Policies 🗸	🔡 Indicator Framew	orks 🗸 🚀 Core Concepts	📕 Reports 🗸	🔅 Administration 🗸	
EPiC G →	🥒 All					
🖪 Create 🗤 I	O Phase I				Policies	
	O Phase II					
Q tearc	O Phase III					
REFERENCE	O Phase IV		<u></u> пин	BER OF IAS	Ç STATUS	C LAST UPDATED DATE
POL/20/10/	Completed	>y		• 0	PHASE I	Oct 14, 2020
POL/2010/0	007	Dento		• 9	PHASE IV	Oct 12. 2020

Figure 46: Policies menu

Step 2. Selecting **All** from the drop-down list, you will be redirected to the policies page displayed in **Figure 47** below. The page shows a list of all policies for the country of context and their status. Instructions on creating new policies can be found in <u>How to start analyzing a new policy</u>.

EPi(Create New Policy			Policies					E E	Ethiop	ia
	Q Search Policies	O TITLE O	NUMBER OF IAS	STATUS	A LAST UPDATED DATE	(Filter	Policy	v]	
Г	POL/20/10/0009	Leyu Policy	• 0	PHASE I	Oct 14, 2020		۲	Ø	Û	÷	
	F0E/20/10/0007	Demo	• 7		00112,2020			2		-	_
	POL/20/10/0006	test	• 1	PHASE IV	Oct 01, 2020		۲	ø	Û	1	۲
	POL/20/09/0002	test	۵	PHASE IV	Sep 30, 2020		٢	Ø	۵	ł.	
	POL/20/09/0001	test	• 14	PHASE IV	Sep 30, 2020		۲	0	۵	£.	
						Pre	vious	1	Ne	ext	

Figure 47: The Create New Policy button

Step 3. If you select and open one of the policies, you will be redirected to **Figure 48** below.





EPiC │ ⋒ → Policies	> Policy - POL/20/13	1/0017 > Review (Core Concepts Relevance			Section 9.3
PHASE I ⊲ ⊙ ⊳ Sect	ion 9.1		Policy - POL/20/11/0017 Test Test	7 Section	9.2	I Ethiopia
0%	Section 9.4	ļ				
🕑 🗸 🏹 Review Core	Concepts 30 0	Policy Indicators 0	🖉 Relevant Framework 🧿	E Policy Structure 0	Outcomes O	Section 9.5
∠ Edit CC Relevance		Review	Core Concepts F	Relevance		



- **Section 9.1.** This section allows the user to navigate between the four phases within the policy. You can go to a previous policy to view and read the details.
 - As indicated in <u>Figure 49</u> below, the arrows allow you to either move to the next or previous phase depending on which phase you are at.



Figure 49: Changing policy phase to review

When the phase name is displayed green, the policy you are viewing is synced to the actual phase. If the phase is in red, you are viewing other phases of the policy, and not the actual phase it is currently set at.



Figure 50: Phase names coloring description

- As indicated in <u>Figure 50</u> above, you can click the reset icon any time to return to the actual phase of the policy
- **Section 9.2.** This section shows the particular policy reference number and policy title.
- **Section 9.3.** This section shows which the country of scope you are currently viewing and its details.
 - The help icon below the country name is available at each stage of the phases.





When you click the help icon, it displays a window with details of steps you will be undertaking at the corresponding phase.

e	ps:
	Reviewing the coverage of the Core Concepts (CCs) (REVIEW CORE CONCEPTS Assign a relevance criterion to all CCs to assess how important they are
	2. Entry of the Policy Indicators from the Policy POLICY INDICATORS
	3. Reviewing Global, Regional and National Indicators mapped to the policy/planning document RELEVANT FRAMEWORK
	 Input indicators identified from other relevant national indicator frameworks Relevant regional and global indicator frameworks
	4. Entry of the "Structures" from the Policy POLICY STRUCTURE
	5. Entry of the "Outcomes" from the Policy OUTCOMES

Figure 51: Help icon available at each phase

- **Section 9.4.** This section indicates the overall progress of the completed steps in the policy.
- **Section 9.5.** This section will display quick icons of the sub-menus associated with the phases that allow users to move from one step to the next
- 9.2. How to start analyzing a new policy

√

Step 1. To initiate applying EPiC on a new policy, click **Create New Policy** menu from the policies page. Note that the Create New policy menu is only available to users with authorization.

≡ ⊕ ⊘ ⋕ ≛ ?			EPiC Every Policy is Connected		📑 English [] Q	🔮 fikn	ru2@un.	org (
📮 Dashboard 🛛 🔂 Policies 🗸	🔡 Indicator Frameworks 👻 🚀 Core Co	ncepts 📒 Reports	 Administration 						
EPIC Create New Policy Q Search Policies			Policies			Filte	er Policy	Ethic	opia
POL /20/10/0009	 Levu Policy 	• 0	PHASE	~ Oct 14, 2020	~	٩	P1 1	n i	
POL /20/10/0007	Dense		Courses and	0440.0000		-		÷ 1	
POL/20/10/0006	test	• 1	PHASE IV	Oct 01, 2020		٢	Ø (1	۲
POL/20/09/0002	test	6 6	PHASE IV	Sep 30, 2020		۲	Ø 1	1	
POL/20/09/0001	test	• 14	PHASE IV	Sep 30, 2020		۲	2 (1	
						Previous	1	Next	

Step 2. You will be redirected to the create policy page as indicated in Figure 53 below. Please type in the Title and Description of the policy in the space provided click Save.
Step 3. Once a policy is created and saved, you will be redirected to Figure 54 below.

📮 Dashboard 🛛 🤂 Policies 🗸 🕌 Indicator Frameworks 🗸 🚀 Core Concepts 📳 R	eports 🗸 🔅 Administration 🗸	
EPIC A Policies > New		
Title	Policy Date	► Save
Description		to Back to List
Describe the policy in detail		
	8	







					Status:	PHASEI	Save	
ïtle				Policy	Date		S Back to List	
TTest				Oct 2	8, 2020			
lescription								
Test							Move Policy to	
							⊳	
							Phase II	
Users Permissions					≗+ Add User		Relevant Statistics	
Users Permissions	↑ ROLES	PHASE I	PHASE II	PHASE III	Add User		Relevant Statistics	
NAME	ADMINISTRATOR DEVELOPER	PHASE I	PHASE II	PHASE III	2+ Add User PHASE IV		Relevant Statistics Indicators Outcomes Policy Structures	
NAME Tigist Fikru fikru2@un.org	ADMINISTRATOR DEVELOPER FRAMEWORK MANAGER NATIONAL FRAMEWORK MANAGER	PHASE I	PHASE II	PHASE III	Add User	Û	Relevant Statistics Indicators Outcomes Policy Structures Initial IAs	
NAME Tigist Fikru fikru2@un.org	ADMINISTRATOR DEVELOPER FRAMEWORK MANAGER MATDINAL FRAMEWORK MANAGER POLICY GRATOR POLICY USER MANAGER	PHASE I	PHASE II	PHASE III	2+ Add User PHASE IV	Đ	Relevant Statistics Indicators Outcomes Policy Structures Initial IAs Consolidated IAs	
NAME Tigist Fikru fikru2@un.org Showing 1 to 1 of 1 entries	ADMNISTRATOR DEVELOPER FRAMEWORK MANAGER NATIONAL FRAMEWORK MANAGER POLICY USER MANAGER POLICY USER MANAGER	PHASE I	PHASE II	PHASE III	Add User	Û	Relevant Statistics Indicators Outcomes Policy Structures Initial IAs Consolidated IAs IA/CC Combinations	
Users Permissions NAME Tigist Fikru fikru2@un.org Showing 1 to 1 of 1 entries	ADMINISTRATOR DEVELOPER FRAMEWORK MANAGER NATIONAL FRAMEWORK MANAGER POLICY USER MANAGER POLICY USER MANAGER	PHASE I	PHASE II	PHASE III	A+ Add User PHASE IV	Ø	Relevant Statistics Indicators Outcomes Policy Structures Initial IAs Consolidated IAs IA/CC Combinations Core Concepts Reviewed	

Figure 54: Detail view of newly created policy

- **Step 4.** As indicated in **Figure 54** above you can complete different actions detailed below.
 - \checkmark You have the option to move the phases of the policy.
 - At the bottom section, you can view the users who are given permission to work on each phase. Users assigned the **Policy_User_ Manager** or **Administrator** role can give permissions to other users to work at specific phases by clicking **Add User**.
- **Step 5.** When you have completed the actions, click **Save** to continue.
- **Step 6.** A new policy will be added to the policies list as indicated in <u>Figure 55</u> below.
- **Step 7.** As indicated in <u>Figure 55</u>, there are edit options for each of the listed policies at the end of the column.

⊕ & ₩ ≛ ?		EPIC Every Policy is C		🖷 English [] (
Dashboard 🧖 Policies 🛩 🖡	🖁 Indicator Frameworks 👻	🚀 Core Concepts 🛛 🗐 Reports 👻	🕼 Administration 🗸		
olicy Created! ou've successfully created a policy.	Please continue to add more do	stails as needed.			×
C ⊜ → Policies					
Create New Policy		Pol	icies		Ethiopi
Q Search Policies					Filter Policy 🖌
REFERENCE NO	Û TITLE	NUMBER OF IAS	STATUS	Å.	Policy Dashboard
POL/20/10/0007	Demo	• 0	PHASE I		⊙ ⊠ 1
POL/20/10/0006	test	•1	PHASE IV		Edit Policy
POL/20/09/0001	test	• 14	PHASE IV		• 🖻 💼 i
POL/20/09/0002	test	• 6	PHASE IV		RELEVANT FRAMEWORK
					INDICATORS
					OUTCOMES
					STRUCTURES
					IAS
					REVIEW CORE CONCEPTS
	Figure	55: New policy	created		





- **Step 8.** You can view the policy dashboard, edit or delete the policy. You can also view relevant Indicators, outcomes, structures and IAs by clicking on the vertical ellipsis icon on the right side of the screen.
- **Step 9.** To start working on the policy you created, click on the reference number to open and see the details.
- **Step 10.** Every new policy will start at **phase I**. The phases every policy go through and each associated steps.
- 9.2.1 Policy Overview and Dashboard
- **Step 1.** At every phase of a policy, users can view/open the policy overview and the dashboard pages.
- **Step 2.** As indicated in <u>Figure 56</u> below, users can access the policy overview on the left side of the menu.
- **Step 3.** When the dropdown icon is clicked it will display menus for the policy overview and the dashboard of four phases.



Figure 56: Accessing the policy overview and dashboard pages

- **Step 4.** When the policy overview is clicked, it will open the detailed overview of a specific policy
- **Step 5.** If you open any of the four phase dashboards, a summarized graphical representation will be shown for the completed steps in that specific phase. Figure 57 below shows an example of what the phase dashboards will look depending on the phase selected.





Phase I Dashboard





Figure 57: The dashboard pages for each of the four phases



9.2.2 Phase I: Preparation work for the Policy Review

The first phase of the EPiC tool focuses on understanding the policy/planning document and identifying relevant components to be entered into the system, such as sections and subsections, indicator framework and outcomes. Other information include relevant Global, Regional and National indicator frameworks. This phase also requires a review of Core Concepts.

Step 1: Review Core Concepts

Here you will assign relevance criterion to all the Core Concepts in the EPiC tool to assess how important they are to the planning/policy document. A universal list of Core Concepts will be available for all users, and users may also add their own Core Concepts to best reflect the country context. Follow the steps detailed below to review the core concepts.

Important: Users are required to use key questions associated to each CC and discuss in group to fully understand the purpose of each CC prior to assigning relevance to them.

- **Step 1.** To start, click **Edit CC Relevance** to review and select the relevance.
- Step 2. From the list of core concepts, assign one of the four categories from the drop-down to each Core Concept (Highly relevant, Relevant, A little relevant, Not relevant at all) as in Figure 58 below.

				N 0
CODE	NAME	DESCRIPTION	RELEVANCE	Save
1	Access	What are physical, economic, and information requirements for full access to services by all policy target groups? (e.g. accessible transportation; physical structure of the facilities; affordability and understandable information in appropriate format) What are mechanisms that ensure all beneficiaries of the policy implementation have equal access to services and entitlements (including to justice system)?	Higly Relevant ~ Select Relevance Higly Relevant	ゥ Back to List
2	Accountable and transparent management	To whom, and for what, service providers are accountable? And what is the mechanism for beneficiaries to provide feedback and receive responses? Are the processes through which services are provided to target groups transparent to the beneficiaries? What are mechanisms for reducing any form of corruption in implementation of the policy or delivery of the services?	Relevant A Little Relevant Not Relevant at All Higly Relevant ~	
		beneficiaries and their intended impacts?		
3	Capability based Services	What are capabilities and skills that target groups possess to absorb services and leverage to enhance the policy outcomes? (e.g. skill development among unemployed, farmers capacity to absorb new farming architector)	Not Relevant at All 🗸 🗸	

Figure 58: Phase I - Assigning relevance of CC with respect to the policy

- **Step 3.** After assigning relevance, click **Save** on the right side of the window.
- **Step 4.** A confirmation message will be displayed at the top of your screen.
- **Step 5.** As indicated in <u>Figure 59</u> below, a selected relevance level will be displayed with each core concept.
- Step 6. The number of core concepts with and without an assigned relevance value will be displayed and updated on the panel. For instance, in <u>Figure 59</u>, 7 core concepts out of 30 have been reviewed.





	Review Core Concepts 30 7 🔚 Policy Indicators	🧿 🔅 Relevant Framework 🔕 📃 Policy Structure 🧿 📋 Outcomes 🧿						
🗾 Edit CC F	<u>C Edit CC Relevance</u> Review Core Concepts Relevance							
SHOW 50	• ENTRIES	s	earch Core Concept Review					
CODE	NAME	Cescription	C RELEVANCE					
5	Cross-sectoral impacts	What are effects of the policy implementation from and on other sectors? (e.g. environmental impacts of agriculture sector policy, social impact of eco policy, etc)	DINOMIC HIGHLY RELEVANT					
10	Equal Opportunities	Who are the target groups (including disadvantaged groups) that need equal opportunity of access to public goods and services provided by the polic (Example of selection of target groups: such as people living in poverty, women, groups living away from services, persons with disabilities, ethnic mir elderly) How does the policy enable and monitor equal opportunities?	y? hority or HIGHLY RELEVANT					
23	TigTest NATIONAL	Test	HIGHLY RELEVANT					
1	Access	What are physical, economic, and information requirements for full access to services by all policy target groups? (e.g. accessible transportation; phys structure of the facilities; affordability and understandable information in appropriate format) What are mechanisms that ensure all beneficiaries of the policy implementation have equal access to services and entitlements (including to justice s	system)?					
2	Accountable and transparent management	To whom, and for what, service providers are accountable? And what is the mechanism for beneficiaries to provide feedback and receive responses? Are the processes through which services are provided to target groups transparent to the beneficiaries? What are mechanisms for reducing any form of corruption in implementation of the policy or delivery of the services? Are data and evidence available to inform policy and track progress in delivery of priorities to beneficiaries and their intended impacts?	RELEVANT					

Figure 59: Phase I - Relevance assigned to core concepts

Step 2: Policy Indicators

At this step the user can insert relevant policy indicators. Policy indicators are often provided in outcome table or as a separate table in the annex of the policy document. The best place to find policy indicators is the monitoring and evaluation (M&E) framework associated to the policy.

- **Step 1.** To insert policy indicators in the policy, click **Policy Indicator** from the menus under Phase I as indicated in <u>Figure 60</u> below.
- **Step 2.** Policy indicators can be manually added in this window or you can download and import indicators using a template. (Refer to: <u>How to download & Import templates</u>).

EPIC 🗁 > Policies > Policy - POL/	20/10/0007 > Policy Indicators	
PHASE I ⊲ ⊙ ⊳	Policy - POL/20/10/0007 Demo Wednesday	Ethiopia
75	Policy Indicators	
CODE NAME	Folicy indicators	
	No data available!	

Figure 60: Policy Indicator Window

- **Step 3.** As indicated in **Figure 60** above, **Create New** button will redirect users to **Figure 61** below.
- **Step 4.** As required, type in the **Code** and **Name** of the policy indicator in the space provided.





EPiC 🗀 > Policies > Policy - POL/20/10/0007 > Indicator > Edit	
Code	⊳ Save
Nama	► Save & Add New
Nalle	Seck to List



- **Step 5.** After filling in the fields, choose **Save** or **Save & Add New** to add more policy indicators.
- **Step 6.** When you have added all policy indicators, they will be displayed as a list view. From the icons available next to each indicator, you can choose to Edit or Delete.

🖪 Create New 🔒 🙃	±	Policy Indicators
SHOW 10 V ENTRIES		Search Policy Indicators
CODE	Ĵ NAME	* ^ ~ ~ ~
001	Pra-1	2 🗎
002	Pra-2	2010
		Previous 1 Next



Step 3: Relevant Indicator Framework

At this step, users can add relevant Global, Regional, and National indicator frameworks to the policy. As with the Core Concept, universally applicable indicator frameworks like the Sustainable Development Goals will be available to all users, and users may add other relevant frameworks.

- **Step 1.** To add relevant frameworks, click the **Relevant Framework** menu as indicated in **Figure 63** below.
- **Step 2.** Click the **Add Relevant Indicators** button, which will redirect users to **Figure 64** to add Global, Regional and National frameworks.





EPiC 🏠 > Policies > Policy - POL/	/20/10/0007 > Relevant Indicator Frameworks				
PHASE I	Policy - POL/20/10/0007 Demo Wednesday		-	Ethiopia ?	
 Add Relevant Indicators 	E Policy Indicators 2 Relevant Framework E Policy Structure C E Outcomes C Relevant Indicator Frameworks				\$
SHOW 10 V ENTRIES		Search Indicator Frameworks	• •	 	
	No data available in table		Previous	Next	

Figure 63: Relevant Indicator Frameworks window

	Global Regional National
Select global F	Famework v
search global in	dicator
CODE	NAME
1 .2.2	Proportion of men, women and children of all ages living in poverty in all its dimensions according to national definitions
0 1.3.1	Proportion of population covered by social protection floors/systems, by sex, distinguishing children, unemployed persons, older persons, person
0 1.4.1	Proportion of population living in households with access to basic services
0 1.4.2	Proportion of total adult population with secure tenure rights to land, with legally recognized documentation and who perceive their rights to land
0 1.5.1	Number of deaths, missing persons and directly affected persons attributed to disasters per 100,000 population
0 1.5.2	Direct economic loss attributed to disasters in relation to global gross domestic product (GDP)
1.5.4	Proportion of local governments that adopt and implement local disaster risk reduction strategies in line with national disaster risk reduction strategies in line wi
4	

Figure 64: Adding Relevant Indicator Framework

- **Step 3.** You can choose to add a combination of frameworks by clicking the Global, Regional, and National menus one by one and selecting check box next to the indicator code under each framework. Users can also search relevant indicators by typing keywords of indicator descriptions.
- **Step 4.** After selecting all relevant indicators, please click the **OK** button.
- **Step 5.** The selected indicators will be displayed as shown in <u>Figure 65</u> below. To save and continue to the next step, click **Save**.
- **Step 6.** To add more indicators, click **Add Indicator** at the top-right corner as indicated in the figure below.





A → Policies → Policy - POL/20/10/000	07 > Indicator > Edit				
elevant Framework Indicators				🖪 Add Indicators	⊳ Save
RAMEWORK	FRAMEWORK TYPE	CODE	NAME		⇔ Back to List
lgenda 2063	REGIONAL	1.2.2	Unemployment rate by age, by sex, vulnerability	۵	
Frowth and Transformation Plan II (GTP II)	NATIONAL	IS01.1.1.1	Real GDP Growth Rate (%)	±	
VTO - Compendium of Tourism Statistics	GLOBAL	1	Total number of inbound arrivals	Ē.	

Figure 65: Newly added relevant indicator frameworks

Step 7. After adding and saving all the relevant indicators as shown in <u>Figure 66</u> below, indicators will be listed, based on their indicator framework category (i.e., Global, Regional or National).

🔊 🗸 🦿 Review Core Concepts 😥 🔕 🔚 Policy Indicators 😧 🔅 Relevant Framework 🔕 🗮 Policy Structure 🔕 🖻 Outcomes 🧿				
Add Relevant Indicators Relevant Indicator Frameworks				
SHOW 10 V ENTRIES	Search Indicator Frameworks			
NAME		^	<u>`</u>	
Agenda 2063 REGIONAL				۲
1.3.3 - Unemployment rate by age, by sex, vulnerability			Ū	
Growth and Transformation Plan II (GTP II)				
IS01.2.1.1 - Industry Sector Growth Rate (%)			Ē	
IS01.2.1.10 - Service sector as (%) share of GDP			till (
SDGs: Global indicator framework for the Sustainable Development Goals and targets of the 2030 Ag . GLOBAL				
1.2.1 - Proportion of population living below the national poverty line, by sex and age			1	
		Previous	1 Next	

Figure 66: List of all relevant indicator frameworks added

Step 4: Policy Structure

At this step the user may add a policy structure to trace the sources of policy information in the document. The policy structure can contain just sections or could be more detailed and consist of both sections and sub-sections. These navigational guides can help users to match entries in the EPiC tool to the original policy document and closely assess the overall policy.

Step 1. To create the policy structure, click **Policy Structure** menu under Phase I as indicted in <u>Figure 67</u> below. Then click **Create New** button, which will redirect users to <u>Figure 68</u>.





	?
 A v A Review Core Concepts O E Policy Indicators V Relevant Framework E Policy Structure O O Outcomes O Policy Structure O O Outcomes O 	
TITLE TYPE	

Figure 67: Policy Structure window

Step 2. As shown in **Figure 68**, users are required to define the input as either a section or sub section and type in the **Title.** To add a sub-section to the policy structure, you first need to create the section.

PiC @ → Po	licies → Policy - POL/20/10/0009 →	Policy Structures > New		
Туре		Section		► Save
© SECTION	⊖ SUB-SECTION	Select Section	~	Save & Add New
				↔ Back to List

Figure 68: Creating a policy structure

- **Step 3.** After typing the title and selecting the section you can choose **Save** or **Save & Add New** to continue adding more policy structures.
- **Step 4.** When you save you will be redirected to <u>Figure 69</u> below. The policy structure created will be displayed as a list view.
- **Step 5.** As indicated in <u>Figure 69</u>, you can choose to add a sub-section for any of the policy section by clicking the + plus icon.

Create New	Policy Structure		
SHOW 10 V ENTRIES	Search Policy Structures.	-	
Add Sub-Section	түре		
Demo-pr1	SECTION	Ø	D
⊕ Demo-pr1-pr1	SUB-SECTION	Ø	۵
△ Demo2-pr2 [●]	SECTION	Ø	Ū
	P	revious 1	Next

Figure 69: List of policy structures





Step 5: Outcomes

This is the last step of Phase I. At this step the users can add outcomes of the policy document. Outcomes refer to descriptions of what the policy is trying to achieve and often include a measure of achievement. All outcome entries can be added to the section or sub-section of the policy. When the policy has several levels of desirable achievements (such as outcomes, sub-outcomes, etc), only the last and most detailed level needs to be entered as "outcomes."

Step 1. To add outcomes, click Outcome menu under Phase I as indicated in Figure 70 below. You can add the outcomes by clicking Create New button or the + icon next to each section or sub-section of the policy structure.

🖎 🗸 🦧 Review Core Concepts 2 4	🚆 Policy Indicators 2 🦙 Relevant Framework 🧿 🗮 Policy Structure 🛛 📄 Outcomes 💿	
Create New	Outcomes	
NAME Add Outcome ▼ TPS-01 SECTION ◆		
TPS-01-1 SUB-SECTION • TPS-01-2 SUB-SECTION •		
TPS-02 SECTION		

Figure 70: Outcomes window

Step 2. When Create New/Add Outcome is clicked, you will be redirected to Figure 71 below. Type the outcome in the space provided and check that it is under the correct policy section or sub-section.

📮 Dashboard 🛛 🤂 Policies 🗸 🔠 Indicator Frameworks	∽ 🚀 Core Concepts 📗 Report	s 🗸 🍈 Administration 🤟	
EPIC 🏠 > Policies > Policy - POL/20/10/0012 > Ou	tcomes > New		
Structure		Source: IN DOCUMENT	► Save
TPS-01 Name	~		Save & Add New
The most detailed level of outcome			↔ Back to List
	Figure 71:	Creating an Outcome	

- **Step 3.** Once you filled in the Name field of the outcome, click **Save** or click **Save & Add** to continue. '
- **Step 4.** All outcome entries will be displayed as shown in **Figure 72** below.





NAME	
TPS-01 SECTION	
$\stackrel{\triangle}{\nabla}$ The outcome of TPS policy phase 1	6 🗇
$\stackrel{\triangle}{\nabla}$ The outcome of TPS policy phase 1 -2	2 🖻
▼ TPS-01-1 SUB-SECTION 0	
Geond level	1
▼ TPS-01-2 SUB-SECTION 0	
Second-2 level	2 1
TPS-02 SECTION 🗘	

Figure 72: List of outcomes created for the policy structures

Step 5. Now that you have completed the last step for Phase I, you will need to move the policy to Phase II. A notification will appear on top of the window when the phase is successfully moved and changed. Please refer to <u>How to Move a policy to the next</u> <u>phase</u> for more details.

9.2.3 *Phase II: Data entry of the Policy*

The second Phase of the EPiC is designed for users to capture the key issues (or, Issues for Action: IA) in the document: priority issues which the policy is aiming to address, that require action. These IAs are generally located in the narrative of the document under a heading such as "Sector Constraints", "Key Development Issues", etc, but aren't always easy to identify. To tackle this situation, the EPiC user is initially asked to enter as best as possible each Issue for Action within each broad section of the policy document.

Important: The IAs can also be identified in the logframe of the policy document, so be sure to check this part of the document as well when undertaking this step.

Step 1: Initial IA

At this step the user identifies the key issues in the Policy referred to as Issues for Action, which form the basis for developing a strong indicator framework to monitor the policy. IAs can be extracted from the policy narrative and/or log frame (results matrix) of a given plan or strategy and added to EPiC as *initial* IAs.

Step 1. To enter the Initial IA, click the Initial IA menu under Phase II as indicated in Figure 73 below. Then click Create New button, which will redirect the users to Figure 74.

PHASE II ⊲ 3 ⊳		Policy - POL/20/10/0013 TTest Test	Ethiopia
🖎 🗸 🔀 Initial I	A O Consolidated IA O O	← IA/CC Mapping 0 0 VIA/CC Combination 0 0	
🛃 Create New		Initial IAs	
REFERENCE NO	TITLE	STATUS	
		No data available!	

Figure 73: Initial IAs window





Save
P care
Save & Add New
 ↔ Back to List

Figure 74: Adding Initial Issues for Action

Step 2. Users only need to provide the Title of the IA. To add more IAs, click Save & Add New. When you have added all the IAs click Save.

Step 3. Once the IAs have been added they will be displayed as shown in **Figure75** below.

æ	Create New		Initial IAs				6
	SHOW 10 V ENTRIES				Search Initial IAs		
	REFERENCE NO	Ç TITLE	Ŷ	STATUS	~	<u>.</u>	
Г	POLIA/20/10/0023	Demo-IA-2		NOT CONSOLIDATED	Ø	D	
	POLIA/20/10/0022	Demo-IA		NOT CONSOLIDATED	Ø	۵	
					Previous 1 Ne	xt	

Figure 75: List of all the initial IAs added

Step 2: Consolidated IA

The second step of Phase 2 asks the EPiC user to simplify the list of initial IAs by consolidating them. The consolidation process removes duplication and reformulates the language to sharpen the description of the final set of IAs addressed by the policy. For each consolidated IA, users specify the corresponding reference population and target groups from the document, for which suggestions are also provided in the system.

A number of outcomes can occur at this step which include:

- 1. Merging 2 or more initial IAs into one consolidated IA if it is felt they are addressing a similar issue
- 2. Modifying the language of the initial IA to better describe the issue being addressed
- 3. Leave the initial IA as is, and convert to a consolidated IA

Important: all initial IAs need to be converted to consolidated IAs, so one of the three options above must be applied to each.

Another important part of the consolidation process is to identify for each consolidated IA, a reference population and target group(s). Identifying these groups can improve the inclusiveness of a policy and create demand for disaggregated statistics. The reference population refers to the overall population being addressed or impacted upon by the issue requiring action, and could include "All persons in the country", "Primary schools", "Health Care Facilities", and so forth.





Target groups on the other hand, are subsets of the reference population which may require specific focus due to their vulnerability or general importance to the issue at hand. These target groups may be explicitly specified or implied in the policy document. The EPiC user is also given the opportunity to make a recommendation for additional target groups (i.e., if it is not referenced in the policy document).

While it is generally preferable to enter each reference population and all relevant target groups, users can enter "N/A" in the fields when a reference population or level of disaggregation is irrelevant or not applicable to the issue.

- Step 1.To start consolidating, click Consolidate IA menu under Phase II as indicated in Figure76 below. Then click IAs Still to be Consolidated menu.
- **Step 2.** To start consolidation, click **IAs Still to be Consolidated** button.

	Policy - POL/20/10/0007 Demo Wednesday		Ethiopia
	42%		
🖉 🗸 📝 Initial IA 🖉 🔚 Consolidated IA 🔍 🖉 🚅 IA/CC Mapping 🔍 🗘	V IA/CC Combination 0 0		
≡ IAs Still to be Consolidated	Consolidated IAs OTE: All Initial IAs need to be converted to Consolidated IAs, even if they stay the same	c	Ø
REFERENCE NO TITLE/NAME	# 1A'S	STATUS	
	lo data available!		

Figure 76: Consolidate IA Window

- **Step 3.** As indicated in Figure 77 below the list of unconsolidated Initial IAs will be displayed.
- **Step 4.** From the list of unconsolidated IAs, please select and click the check boxes next to the IAs that are related and can be consolidated.

🕒 Creat	te Consolidate IA	e Return	Unconsolidated Init	tial IAs			
SHOW	10 v ENTRIES				search Initial IAs		
F	REFERENCE NO	Û TITLE					Ĵ
P F	POLIA/20/10/0022	Demo-IA					
D F	POLIA/20/10/0023	Demo-IA-2					
□ F	POLIA/20/10/0024	Demo-IA-3					
F	POLIA/20/10/0025	Demo-IA-4					
						Previous	Next

Figure 77: List of Unconsolidated IAs

- **Step 5.** After selecting the IAs to be consolidated, click **Create Consolidate IA** as indicated in Figure 77.
- **Step 6.** You will be redirected to **Figure 78** below to provide a description for the consolidated IAs.



C A Policies > Policy - POL/20/10/0013	> Consolidated IA > New		
		Source IN DOCUMENT	► Save
Title/Name			> Back to List
Outcome	Reference Population		
Select	*]		
Target Groups in Doc	Add Recommended Target Group	⊕ Add	
Initial Issue For Action		🙆 Add Initial IA	
REFERENCE NO DESCRIPTION			
POLIA/20/11/0129 TT-IA1		D	
POLIA/20/11/0130 TT-IA2		a	



- **Step 7.** As in Figure 78, you can Add Target Groups in Doc (document) and/or Recommended Target Group by clicking the Add menu next to each field.
- **Step 8.** The Select Target Group window shown in <u>Figure 79</u> below will be displayed. From the displayed list choose all applicable target groups and click **OK**

Select Target Groups		×
AGE		*
	MIGRATORY STATUS	
C RACE	SEX	
MARITAL STATUS	STATUS IN EMPLOYMENT	
EDUCATION LEVEL		
	Ο	k Close



- **Step 9.** As shown in **Figure 80** below, selected target groups will be displayed. At this point you can also match the Outcome and Reference Population to the Consolidated IA.
- **Step 10.** To add more Initial IAs to this consolidation, click Add Initial IA button as in <u>Figure 80</u> below.
- **Step 11.** When you have finished providing entries for this Consolidated IA, click on **Save** to continue.





Reference No IAC/20/11/0	0095			Source IN DOCUMENT	⊳ Save
Title/Name					↔ Back to List
C-IA1					
Outcome			Reference Population		
Outcome3		×			
Target Groups in Doc		⊕ Add	Recommended Target Group	⊕ Add	
Age 🛞 Income 🛞 Occu	apation 🛞		Age 🛞 Disability 🛞 Migratory Status 🛞		
Age		h	Test	æ	
Initial Issue For Action				🖪 Add Initial IA	
REFERENCE NO	DESCRIPTION				
POLIA/20/11/0135	TP_IA1			Đ	
POLIA/20/11/0138	TP_IA4				

Figure 80: Save a consolidated IA after adding description

Step 12. After all IAs have been consolidated, the final displayed view will be as shown in Figure 81 below. Users can quickly assess the status of consolidated IAs with icons and choose edit or delete options.

≔ IAs Still to be Consolidated	Consolidated IAs NOTE: All Initial IAs need to be converted to Consolidated IAs, even if they stay the same			
SHOW 50 V ENTRIES		QS	earch Consolidated IAs	
REF NO ^ TITLE/NAME	° OUTCOME ° # ↓ ↓ ↓	# IA'S	STATUS Target Group In Doc	
IAC/20/10/0082 CIA-1	\odot	• 1		団 2
IAC/20/10/0083 CIA-2		•1	Updated m	団 2
IAC/20/10/0084 CIA-3	Surcome Not indicated	• 1	Not Updated	団 2

Figure 81: List of all consolidated IAs

Step 13. In the **OUTCOME** column

- ✓ The green check mark indicates that IAs are consolidated with a corresponding outcome.
- ✓ The yellow cross mark indicates that IAs are consolidated, without any associated outcomes.
- **Step 14.** In the **# IAs** column, users can track how many initial IAs has been associated and added to a given consolidated IA
- **Step 15.** In the **STATUS** column, three dots represent **Reference Population**, **Target Group in Doc** and **Recommended Target**, respectively.
 - ✓ If you have added Reference Population, Target Group in Doc and Recommended Target Group when consolidating IAs, the icon will be displayed as green. If no entries have been made, the icon will be displayed as grey.
- **Step 16.** To add more consolidated IAs and add descriptions, please repeat steps 3 to 11.





Step 3: IA/CC Mapping

At this step users are expected to revisit core concepts and map them to the consolidated IAs identified in the policy document. This is to delineate which principles are of most relevance to the issue at hand and the resulting outcome is what the EPiC Tool refers to as an "IA/CC Combination."

The user is required to tackle each consolidated IA one at a time, reviewing each of the 29 CCs against it to ascertain whether the CC is significantly applicable to that IA – those of relevance are selected.

Whilst more than one CC could be relevant to each consolidated IA, users should refrain from selecting too many CCs. It is not expected that more than 3 or 4 CCs should be selected for any consolidated IA.

- Step 1.To start mapping IAs to CCs, click IA/CC Mapping menu under Phase II as in Figure82below.
- **Step 2.** The list all consolidated IA's and CC combinations will be displayed. If users have not completed this step, the list will display the status in red, as **NOT MAPPED YET.**

🖎 🗸 [Initial IA 🔇	Consolidated IA 4 2 + IA/CC Mapping 2 0	
	IA/CC Mappings	
SHOW 10 - ENTRIES	5	earch IA/CC Mappings
IA	↓ # CC COMBINATION'S	Edit IA Mapping
C-Demo-IAs-2 C-Demo-IAs-1	NOT MAPPED YET	
		Previous 1 Next

Figure 82: IA/CC Mapping Window

- **Step 3.** To start mapping, click the **Edit IA Mapping** icon.
- **Step 4.** When Edit IA Mapping is clicked for each consolidated IA, you will be redirected to **Figure 83** below. Click **Add Core Concept**.

PiC		
Title/Name		► Save
IAC/20/11/0087 - IAs-12	ĥ	↔ Back to List
Outcome	Reference Population	
Demo second level	20	
Target Groups in Doc	Recommended Target Group	
Age Ethnicity		
Age		
	🖪 Add Core Concept	
NAME DESCRIPTION		

Figure 83: Adding Core Concepts to be mapped to the IAs

Step 5. The Select Core Concept window will be displayed as shown in <u>Figure 84</u> below.



Step 6. Select Core Concepts applicable to this IA in the checkbox and click **OK** to continue.

Select Core Concepts	×
Z ACCESS ()	ACCOUNTABLE AND TRANSPARENT MANAGEMENT
CAPABILITY BASED SERVICES	
CROSS-SECTORAL IMPACTS	
DECENT EMPLOYMENT	
	Z EQUAL OPPORTUNITIES
Z EXCHANGE AND IMPACT (INTERNATIONAL)	FAMILY/GROUP RESOURCE
~ ^	- •

Figure 84: Select Core Concepts Window

- **Step 7.** Selected core concepts will be added for the corresponding consolidated IA and will be displayed as shown in <u>Figure 85</u> below.
- **Step 8.** Users can add more core concepts or click **Save** to save the changes, which will redirect users to the **IA/CC Mappings** page.

		Save
Reference Population		•5 Back to List
20		
Recommended Target Group		
	Add Core Concept	
DESCRIPTION	Add Core Concept	
DESCRIPTION What are physical, economic, and information requirements for full	Add Core Concept	
DESCRIPTION What are physical, economic, and information requirements for full Who are the target groups (including disadvantaged groups) that nee	Add Core Concept	
	Reference Population 20 Recommended Target Group	Reference Population 20 Recommended Target Group

Figure 85: List of all mapped core concepts

- **Step 9.** All core concepts mapped to the consolidated IA will be displayed. If there are consolidated IAs that are associated to the CCs, please repeat steps 1 9 above.
 - ✓ As indicated in Figure 86 below, users can check the status of IA/CC mapping. Those marked NOT MAPPED YET in the #CC COMBINATION column denotes all consolidated IAs yet to be matched to CCs.





S v [7] Initial IA (2)	a 1 1 IA/CC Combination 3 0		
	IA/CC Mappings		
SHOW 10 v ENTRIES		Search IA/CC Mappings	
IA	= CC COMBINATION'S	0	\$
C-Demo-IAs-1	NOT MAPPED YET		2
C-Demo-IAs-2	Access		2 8
	Ecosystem Impacts		2
	Equal Opportunities		2
	Exchange and Impact (International)		2
		Previous 1	Next



Step 4: IA/CC Combination

At this step users can add indicators to the IA/CC combination. For each IA/CC Combination, the user is required to review the indicator lists considered relevant to the policy document;) Those entered from the policy document itself and ii) Additional National, Regional and Global indicator frameworks considered relevant. The user then selects all those indicators on these lists which could be appropriate in monitoring progress against each IA/CC Combination.

If an indicator is not necessary for monitoring progress against an IA/CC Combination, the user will have the option to indicate this, and provide a reason. There will be instances where no indicator can be identified from the indicator lists being reviewed – this is fine – it just means more thought needs to be given to potential indicators which could monitor that issue in Phase 4.

At this step, users can still add details to (or edit) the **Reference Population** and **Target Groups** associated with the consolidated IA. In particular, it may be the case that after adopting indicators for IA/CC combination, new target groups appear to be necessary. This will enhance the disaggregation requirements for indicators.

- **Step 1.** To review and develop the IA/CC combination, click **IA/CC combination** menu under Phase II
- Step 2. As shown in Figure 87, you can choose to view the IA/CC combination list By IA/ By Core Concept.
- **Step 3.** Click **Add/Created Indicator** icon indicated in **Figure 87** to map indicators to the IA/CC combination.





	A Id Indicators to IA/CC Combinations									
	By IA By Core Concept									
						Search 1	IA/CC Combir	nations		
	^ cc	^ IND	^ G	^ R	^ N	^ p ^	#TOTAL	~	^	
	Access	~	-	-	-	-	-	Ť 1	Add/Cre	eate Indic
	Equal Opportunities	Δ	-	-	-	-	-		,	
	Exchange and Impact (International)	Δ	-	-	-	-	-		2 🖻	
	Family/group Resource	Δ	-	-	-	-	-		2 🗇	
								Previou	s 1 Next	
		At d Indicators to IA/ta C Combinations By IA By Core Concept c c Access Equal Opportunities Exchange and Impact (International) Family/group Resource	A d Indicators to IA/t C Combinations	At d Indicators to IA/C C Combinations	Ard Indicators to IA/tt C Combinations By IA By Core Concept C IND ID ID <td< td=""><td>At d Indicators to IA/C Combinations By IA By Core Concept C</td><td>Ard Indicators to IA/(t C Combinations By IA By Core Concept Image: Concept Image: Second Second</td><td>By IA By Core Concept By IA By Core Concept Search IA/CC Combinations Search IA/CC Combinations</td><td>By IA By Core Concept Search IA/CC Combinations CC</td><td>A d Indicators to IA/C Combinations</td></td<>	At d Indicators to IA/C Combinations By IA By Core Concept C	Ard Indicators to IA/(t C Combinations By IA By Core Concept Image: Concept Image: Second	By IA By Core Concept By IA By Core Concept Search IA/CC Combinations Search IA/CC Combinations	By IA By Core Concept Search IA/CC Combinations CC	A d Indicators to IA/C Combinations

Figure 87: IA/CC combination window

Step 4.When the IA/CC combination window is displayed as shown in Figure 88 below, selectYes or No for Is Indicator Necessary to proceed to associated steps:

IA/CC Combination				► Save	
IA Title/Name				Sack to List	
IAC/20/11/0095 - C-IA1					
Outcome	C	ore Concept			
Outcome3		Equal Opportunities			
Reference Population	Target Groups in Doc		Recommended Target Group		
	Age Income Occupation		Age Disability Migratory Status		
	Age	j.	Test	h	
Comments and Recommendation					
Is Indicator Necessary? ® ves О No					
Show History			📮 Add Indicators		

Figure 88: IA/CC combination Adding Indicators

Step 4.1. If you selected **Yes**, you will be redirected to the Select Indicator Window in Figure 89.

lssu Core	e for Action : IAC/20 e Concept : Access	/11/0087 - IAs-12	
		Global Regional National Policy	
Se	lect national Framework		~
sear	ch national indicator		
	CODE	NAME	
0	IS01.1.1.2	Agriculture and Allied Sectors Growth Rate (%)1	
0	IS01.2.1.10	Service sector as (%) share of GDP	
0	IS01.2.1.3	Import of Goods and non-factor Services as (%) share of GDP	
	T01	Demo	

Figure 89: Select Indicator window





Step 4.1.1. Choose Regional, Global, National or Policy to browse and select relevant indicators.

Step 4.1.2. You can check the box and add indicators from a combination of frameworks. Click **OK** after selecting all relevant indicators.

Step 4.2. If you have selected **No**, add a reason for not having an indicator as indicated in Figure 90.

Is Indicator Necessary?		Reason for No Indicator
Oyes	● NO	

Figure 90: Add a reason for not having indicators

- **Step 5.** After adding all indicators and clicking the **Ok** button, indicators will be displayed as in **Figure 91**.
- **Step 6.** To add more indicators click Add indicator or click **Save** to change the changes.
- **Step 7.** In Figure 92 below you can see the list of IA/CC combinations mapped to the indicator frameworks. The IA/CC combinations not yet mapped will have a warning display icon and a message in the tooltip.

IA/CC Combination					Save
IA Title/Name					⇒ Back to List
IAC/20/11/0087 - IAs-12				1.	
Outcome		Core Concept			
Demo second level		Access			
Reference Population	Target Groups in Doc		Recommended Target Group		
20	Age Ethnicity				
	Age				
Comments and Recommendation		<i>k</i>			
Comments and Recommendation		, R			
Comments and Recommendation Is Indicator Necessary? Vts ONO NAME		, A		Add Indicators	
Comments and Recommendation Is Indicator Necessary? © YES ONO NAME SDGs: Global Indicator framework for the Sustain	nable Development Goals and targets of the 2030 Aj	Pends for Sust., OCOM.		Add Indicators	
Comments and Recommendation Is Indicator Necessary? © YES ONO NAME SDGs: Olobal indicator framework for the Sustair 1.2.1 - Proportion of population living below the	nable Development Goals and targets of the 2030 Aj national poverty line, by sex and age	genda for Sust., OLOBAL		J Add Indicators	
Comments and Recommendation Is Indicator Necessary? • yts Oxo NAME SDGs: Global Indicator framework for the Sustain 1.2.1 - Proportion of population living below the Agenda 2003 IRCOMAL	nable Development Goals and targets of the 2030 Aj national poverty line, by sex and age	genda for Sust., OCOM,		J Add Indicators	

Figure 91: List of added indicators to IA/CC combination grouped according to their framework

- **Step 8.** As shown in <u>Figure 92</u> below, columns **G**, **R**, **N**, **P** distinguish the number of indicators added from Global, Regional, National and Policy indicator frameworks, respectively.
- **Step 9.** Before moving on to the next step, make sure to map at least one indicator to each IA/CC combination.





	Add Indicators to IA/CC Combin	ations				
	By IA By Core Concept					
SHOW 50 V ENTRIES			Q Sea	rch IA/CC	Combinations .	
IA	ç cc		<u>с</u> N	^ Р У	Ĵ #total Ĵ	
	Access	❷ 2 -	2	2	• 6	1 🖉 🗄
C-IA1	Ecosystem Impacts	Ø 1 -	1	-	• 2	2 🖻
	Equal Opportunities	▲	-	-	-	2
	Compensation	Still need to review		-	-	2 6
C_IA2	Efficiency	indicator requirements	-	-	-	2 6
	Equal Opportunities		-	-	-	2 6
Showing 1 to 6 of 6 entries					Previous	1 Nex



Step 10. Now that you have completed the last step for Phase II, you can move the policy to Phase III. Please refer to <u>How to Move a policy to the next phase</u> for more details.

9.2.4 Phase III: Review of Policy Coverage

The third Phase of the EPiC tool will review the outcomes of Phase 1 and Phase 2 from a policy coverage perspective, which will allow users to assess how well the issues are aligned to outcomes and core concepts. From this assessment, users will be able to refine the coverage of the policy document and add new Issues for Action and their corresponding Target Groups that may have been overlooked.

Step 1: CC Coverage Review

At this step, users can assess the coverage of Core Concepts by reviewing their association with and alignment to the consolidated IAs. Users can check the frequency count of "Core Concepts" mapped to "Issues for Action" and assess if the frequency distribution is in line with the relevance. For instance, highly relevant CCs can be expected to have more IAs than those with lower or no relevance.

If a "highly relevant" or "relevant" CCs has not been mapped to many (or even any) of the IA/CC combinations identified in the policy document, it raises a flag that policy issues relevant to that Core Concept may have been overlooked in the document. The user is then required to consider if new key policy issues associated with that Core Concept should be addressed in the document and enter these as a new IA in the EPiC Tool.

Step 1. To start reviewing the core concept coverage, click CC Coverage Review menu under Phase III as indicated in <u>Figure 93</u> below. A list will display core concepts and associated IAs.





a .	A co	: Coverage Review 🕖 🎛 Review Indicators 🗊 🖻 Re	view Dutomos 2		
			Core Concepts Coverage Review		
SHOW	50 - Er	ITREES		Search Core Conc	ept Reviews
	CODE	NAME	C DESCRIPTION	This Core Concept has no IAs!	EVANCE
0	5	Cross-sectoral impacts	What are effects of the policy implementation from and on other sectors? (e.g. environmental impacts of agriculture sector policy, social impact of economic policy, etc)	Á	HIGHLY RELEVANT
0	10	Equal Opportunities	Who are the target groups (including disadvantaged groups) that need equal opportunity of access to public goods and services provided by the policy? (Example of selection of target groups: such as people living in poverty, women, groups living away from services, persons with disabilities, ethnic minority or eldenty) How does the policy enable and monitor equal opportunities?	1 🛈	HIGHLY RELEVANT
0	23	TigTest NATIONAL	Test	Click to view the list of	Y RELEVANT
0	1	Access	What are physical, economic, and information requirements for full access to services by all policy target groups? (e.g. accessible transportation, physical structure of the facilities affordability and understandable information in appropriate format). What are mechanisms that ensure all beneficiaries of the policy implementation have equal access to services and entitlements (including to justic	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	(REL VANT)

Figure 93: Core Concept Coverage Review window

- **Step 2.** As indicated in Figure 93 above, you check the relevance of CCs and number of associated IAs.
- **Step 3.** When 'view the list of IAs' is clicked, the list of IAs will be displayed as shown in Figure <u>94</u> below.

List of IAs		×
REF NO.	TITLE	SOURCE
IAC/20/11/0095	C-IA1	IN DOCUMENT
IAC/20/11/0098	Mid	PROPOSED (REVIEW INDICATOR)
IAC/20/11/0102	TuAM	PROPOSED (REVIEW OUTCOME)
		Close
		Close

Figure 94: List of IAs

Step 2: Review Indicators

In this step, users review the indicators which have and have not been mapped to IA/CC combinations. If we recall in Phase 1 we firstly uploaded the indicators presented in the Policy Document and secondly identified relevant indicators from other indicator frameworks. Now, we would expect that those indicators are most likely mapped to the consolidated IAs identified in the policy document.

When this does not occur, it raises a flag that policy issues associated with those indicators may have been overlooked. The user is then required to consider if new key policy issues associated with that Indicator should be addressed in the document and enter these as a new IA in the EPiC Tool.





s ~	🛫 CC Coverage Review 🕐 🔠 Review Indicators 🕦 🖻 Review Outcomes 2			
	Review Indicator Frameworks			
	All Global Regional National Policy			
SHOW	50 V ENTRIES Search all indicators under review			
~	INDICATOR NAME	^	#IAS	^
SDG	s: Global indicator framework for the Sustainable Development Goals and targets of the 2030 Agenda for Sustainable Development GLOBAL			
•	1.2.1 - Proportion of population living below the national poverty line, by sex and age		▲	
•	1.4.1 - Proportion of population living in households with access to basic services		1 (i)	

Figure 95: Review Indicator Frameworks window

- **Step 1.** To review indicator coverage, click **Review Indicators** menu under Phase III as in Figure 95.
- **Step 2.** You can review indicators from **All** indicator frameworks or select appropriate levels.
- **Step 3.** As in <u>Figure 96</u> below, red icons denote indicators not associated with any IA/CC combination and green icons will denote indicators with associated IAs and redirect users to the list of IAs.

Review Indicator Frameworks	
All Global Regional National Policy SHOW 50 v ENTRIES SHOW 50 v ENTRIES Search all Indicators under review INDICATOR NAME Create New IA i Indicator framework for the Sustainable Development Goals and targets of the 2030 Agenda for Sustainable Development GLOBAL	Indicator is marked as important but not associated with any IA/CC Combinations. Create new IA and/or associate it with one of the existing IA/CC combinations.
2 121 - P oportion of population living below the national poverty line, by sex and age	Δ
• 1.4.1 - Proportion of population living in households with access to basic services	1 🛈
Agenda 2063 REGIONAL	Click to view the list of IAs.
1.3.3 - Unemployment rate by age, by sex, vulnerability	1 🚺

Figure 96: Viewing and Reviewing list of indicators with/without associated IAs

- **Step 4.** For indicators not associated to any IA/CC combination, you can **Create New IA** as in **Figure 96**.
- **Step 5.** When create new IA is clicked for a specific indicator, as in previous steps you have to **Create the IA** then **Add Core Concept** and **Add the indicators to the IA/CC combination**.



		Source PROPOSED (REVIE	WINDICATOR)	► Add CC
Title/Name				🗢 Back to List
Outcome		Reference Population		
Select	*			
Target Groups in Doc		Recommended Target Group	() Add	

Figure 97: Creating a new IA on phase III

Step 6. IAs added at this review phase will be categorized as **PROPOSED.**

List of IAs		×
REF NO.	TITLE	SOURCE
IAC/20/11/0095	C-IA1	IN DOCUMENT
IAC/20/11/0098	Mid	PROPOSED (REVIEW INDICATOR)
		Close

Figure 98: IAs created on Phase III will display as PROPOSED

Step 3: Review Outcomes

In the final step, users are required to assess the coverage of the policy document by reviewing the list of outcomes presented in the policy document and address those which have not been mapped to any consolidated IA. All outcomes specified in the policy document, should be addressing some key policy issue (IA). So, if some outcomes aren't mapped to an existing consolidated IA then the user is required to develop an IA description for that outcome and add it to the EPiC Tool.

Similarly, every consolidated IA should ideally have an outcome associated with it. If not, user is required to enter an outcome into the EPiC Tool, and have this mapped back to the consolidated IA without outcome.

- Step 1. To review an outcome, click Review Outcome menu under Phase III as indicted in Figure 99 below.
- **Step 2.** For Outcomes without any IAs, an instruction to **Add IA To This Outcome** will appear, and when clicked, a message in a red pop-up window will further indicate that IAs are not associated with an outcome, as below.





🙆 🗸 🏹 CC Covera	ge Review 7 🧷 Review	v Indicators 1 🖻 Review Outc	comes 2				
Create New Outcom	e		Review Ou	itcomes			
SHOW 50 - ENTRIES						Q Search Policy Outcomes	
Add IA To Thi	outcome			# IAS	LIST OF IAS		
• 🕑 Outcome1				•1	☐ Show List of IAs		>
🕀 단 🛛 Outcome2	2			• 2	Show List of IAs		>
Create New IA				• 2	Show List of IAs		>
🕂 🕒 Outcome4					i Click to view List of IAs that ha	is no Outcome	
🕀 🕒 🛛 Outcome3					i Click to view List of IAs that ha	is no Outcome	
Showing 1 to 5 of 5 e	ntries					Previous	Next



List of IAs With No) Outcome	•		×
REFERENCE NO	TITLE		SOURCE	
		There are no IAs without an outcome!		
			Ok	Close

Figure 100: List of IAs with no outcome

- Step 3. For Outcomes missing IAs, you can propose a new IA by clicking the Create New IA icon in Figure 99. As in the previous phase, Add Core Concept and Add Indicators to the IA/CC Combination.
- **Step 4.** When you have reviewed all outcomes, you can view each outcome in a comprehensive list, with an option to view which corresponding IAs are mapped, as indicated in <u>Figure 101</u> below.

	NAME	# IAS ^	LIST OF IAS	
0 🕀	Outcome1	• 1	☐ Show List of IAs	
+ 🕀	Outcome22	• 3	☐ Show List of IAs	
⊕ ⊞	Outcome3	• 2	🖻 Show List of IAs 🗸 🗸	
			IAC/20/11/0095 - C-IA1	
			IAC/20/11/0100 - t2	
+	Outcome4	•1	☐ Show List of IAs	
			IAC/20/11/0102 - TUAM	
🕀 🕀	Outcome3	⊿	Click to view List of IAs that has no Outcome	

Figure 101: Viewing the list of outcomes and mapped IAs

Step 5. Now that you have completed the last step for Phase III, you can move the policy to Phase IV. Please refer to <u>How to Move a policy to the next phase</u> for more details.



9.2.5 Phase IV: Review of Indicator Framework

The fourth and final phase of the EPiC process focuses on fine tuning and thus finalizing the indicator framework which will monitor the progress of all key issues addressed in the policy/strategy document.

Step 1: Review IA/CC combination

The fourth and final phase of EPiC will allow users to fine-tune the indicator framework by reviewing and refining the choice of indicators and target groups for each IA/CC Combination. Users will also be required to review, and revise where necessary, the target groups for disaggregation. When finalizing the choice of indicators, a couple of key scenarios exists for those cases where an indicator is required:

- 1) The IA/CC Combination has a suitable indicator suggestion from the mapping already identified, in which case this indicator may be adopted
- 2) The IA/CC Combination has either no indicator suggestions from the mapping, or the suggestions are not considered satisfactory, in which case a newly proposed indicator needs to be suggested or reasons for its absence can be provided.

The second part of the step is finalizing the target groups, which will in turn become the "levels of disaggregation" required for the final selected indicators. The user will need to review what has been suggested already in Phases 2 and 3 and make a final decision of what target groups should be adopted. This will entail selecting from the proposed target groups already suggested but could also involve adding a further target group if felt necessary. When the review is complete with inputs from relevant stakeholders, users can approve the IA/CC Combination and finalize the indicator framework.

Step 1. To Review IA/CC combination in Phase IV, you will be automatically redirected to Figure 102 below. You can choose to view the comprehensive IA/CC combination list either By IA or By Core Concept.

 Review IA/CC Combination (3) (1) 								
	Review and Approve Indicators	5						
	By IA By Core Concept							
HOW 50 W ENTRIES					Q Sei	arch IA/CC (Combinations	
	° cc) IND) • () R ()	N () P ()	#TOTAL	⊖ status ⊖	
IA	ç ec) IND) • () в ()	N () P () 2 2	#TOTAL	STATUS	
za D-Jati	Co Recess Ecosystem Impacts	j ind O	0 0 (2 1) R () -	N () P () 2 2 1 -	*TOTAL	STATUS	
IA C-IA1	Cc Rocess Ecosystem Impacts Equal Opportunities) IND 0 0 0	0 0 (2 1 -) R () - -	N () P () 2 2 1 - 	*TOTAL	STATUS	
A 2-IA1	Compensation) IND	0 0 (2 1 -) R () - - -	N () P () 2 2 1 - 	*TOTAL 0 2 -	STATUS	
а С-IA1	ce Ecosystem Impacts Equal Opportunities Compensation Efficiency	() IND () () () () () () () () () () () () ()	0 0 0 1 - -) R () - - - -	N 0 P 0	*TOTAL 0 2 - - -	STATUS STATUS PENDING NO INDICATOR NO INDICATOR NO INDICATOR	

Figure 102: Review IA/CC combination window





Step 2. As indicated in Figure 103 below, columns G, R, N, P, #Total display the total number of indicators and those added from Global, Regional, National and Policy frameworks, respectively. The Status column displays the status of the IA/CC Combination. To approve an IA/CC combination at least one Indicator should be associated with the IA/CC combination and the status should be PENDING.

Ŷ	IND	Ŷ	G	Ŷ	R	Ŷ	Ν	Ŷ	Ρ	Ŷ	#TOTAL	Ŷ	STATUS	Ŷ	
	\oslash		2		-		2		2		6		APPROVED		2
	\oslash		1		-		1		-		2		PENDING		20

Figure 103: Description of the columns on phase IV

- **Step 3.** In Figures 102 and 103 above, you can see which IA/CC combinations are **PENDING** approval.
- **Step 4.** If an IA/CC combination is not associates to at least one indicator, the status will show as **NO INDICATOR**.
- **Step 5.** When an IA/CC combination with the **PENDING** or **HOLD** status is opened, you will be redirected to **Figure 104** below. In this step you can:
 - ✓ Add Indicators or Create Indicators
 - ✓ Copy existing Target Group or Recommended Group
 - ✓ Add new target groups by clicking ADD TG, which will redirect you to Select Target Group window (See Figure 79 above)
 - ✓ **Approve** or **Hold** the policy



ESCAP	
Economic and Social Commission for Asia and the Pacific	

IA/CC Combination				PENDING	⊳	Save
IA Title/Name					to Ba	ck to List
IAC/20/11/0087 - IAs-12				Å		
Outcome		Core Concept				
Demo second level		Access			Change	Clatus to
Reference Population	Target Groups in Doc		Recommended Target Group		Change	Status to
20	Age Ethnicity				Hold	Approve
	Age			l		
Is Indicator Necessary? • YES ONO Decision						
Is Indicator Necessary? • YES ONO Decision • Show History NAME			Create Indicator	Add Indicators		
Is Indicator Necessary? ves ves No Show History NAME SDGs: Global indicator framework for	r the Sustainable Development Goa	is and targets of the 2(Create Indicator	Add Indicators		
Is Indicator Necessary? VES ONO Decision Show History NAME SDGs: Global indicator framework fo 1.4.1 - Proportion of population livir	r the Sustainable Development Goal ng in households with access to bas	is and targets of the 20 ic services	Create Indicator	Add Indicators		
Is Indicator Necessary? YES ONO Decision Show History NAME SDGs: Global indicator framework fo 1.4.1 - Proportion of population livir Agenda 2063 REGIONAL	r the Sustainable Development Goa ng in households with access to bas	is and targets of the 20 ic services	Create Indicator	Add Indicators		
Is Indicator Necessary? YES NO Decision Show History NAME SDGs: Global indicator framework fo 1.4.1 - Proportion of population livir Agenda 2063 REGIONAL 1.3.3 - Unemployment rate by age,	r the Sustainable Development Goa Ig in households with access to bas by sex, vulnerability	is and targets of the 20 ic services	Create Indicator	Add Indicators		
Is Indicator Necessary? YES ONO Decision Show History NAME SDGs: Global indicator framework fo 1.4.1 - Proportion of population livir Agenda 2063 RECIONAL 1.3.3 - Unemployment rate by age. Growth and Transformation Plan II (i	r the Sustainable Development Goal Ig in households with access to bas by sex, vulnerability 3TP II) NATIONAL	is and targets of the 20 ic services	Create Indicator	Add Indicators		

Figure 104: Reviewing an IA/CC combination with status PENDING

- **Step 6.** When an IA/CC combination with the **NO INDICATOR** status is opened, you will be redirected to **Figure105** below.
- **Step 7.** You can select **Yes** or **No** to the field 'Is Indicator Necessary' for a given IA/CC combination. if you select **Yes**, you will need to **Add Indicators** or **Create Indicator**

IA/CC Combination					
IA Title/Name					
IAC/20/11/0095 - C-IA1					
Outcome	c	Core Concept			10
Outcome3		Equal Opportunities			
Reference Population	Target Groups in Doc		Recommended Target Gr	roup	
	Age Income Occupation		Age Disability Mi	igratory Status	
	Age		Test		11
Comments and Recommendation					
le Indinator Nanassaru?					li
® YES O NO					
() Show History				Create Indicator	Add Indicators
NAME					

Figure 105: Reviewing an IA/CC combination with status NO INDICATOR

Step 7.1. When **Add Indicators** is selected, the Select Indicator window will open, as in Figure 106.





Issu	e for Action : IAC/20/1	1/0087 - IAs-12	
CON	Concept: Access		
		Global Regional National Policy	
Sel	ect national Framework		~
sear	ch national indicator		
	CODE	NAME	
	IS01.1.1.2	Agriculture and Allied Sectors Growth Rate (%)1	
	IS01.2.1.10	Service sector as (%) share of GDP	
	IS01.2.1.3	Import of Goods and non-factor Services as (%) share of GDP	
-	T01	Demo	



- **Step 7.1.1.** From the list of indicators, select Global, Regional, National or Policy and choose relevant indicators. You can add a combination of indicator frameworks.
- Step 7.1.2. Click **OK** after adding all the relevant indicators.
- Step 7.2. When Create Indicator is selected, you will be redirected to the Create Indicator window as indicated in <u>Figure 107</u> below. Type in the Code and Name of the Indicator and click con OK.

Create Indicator	×
Code	
A13	
Name	
Create	C
	Save Cancel

Figure 107: Create Indicator window

Step 8. After Adding or Creating and clicking the Ok button, new indicators will be displayed as indicated in <u>Figure 108</u> below. You can differentiate between the added and created indicators. The created indicators will have the icon next to the name and tooltip will show **Source: Proposed (Indicator)**. Users will be able to view the edit history by clicking the green button marked **Show History**.

O Show History	Create India	cator	🕒 Add Indica	ators
NAME				
SDGs: Global indicator framework for the Sustainable Development Goals and targets of the 2030 Agenda for Sust GLOBAL				_
1.1.1 - Proportion of population below the international poverty line, by sex, age, employment status and geog		66	🕀 Add TG	Ē
Agenda 206 REGIONAL				
1.2.2 - Unemployment rate by age, by sex, vulnerability		66	🕀 Add TG	۵
Growth and Transformation Plan II (GTP II) NATIONAL				
IS01.1.1.1 - Real GDP Growth Rate (%)		66	🕀 Add TG	۵
TigT - Indicator Framewor POLICY				
PT_ Source : Proposed (Indicator)		66	🕀 Add TG	
A14 - CreatedIN 🖗		66	🕀 Add TG	Đ

Figure 108: List of added Indicators added to IA/CC combinations the were not associated





Step 9.In Figure 108 above, icons next to each indicator will allow users to add target groups.As shown in Figure 109, users edit Target Groups

- **Step 9.1.** The green icon will copy and add all Target groups entered in previous phases to the final target group.
- **Step 9.2.** The blue icon will copy and add all Recommended target groups entered in previous phases to the final target group.
- **Step 9.3.** You can also click **ADD TG**, to add to the final target group.

		Click to Copy Target Group in Doc value to Final Target Group field.	Click to Copy Recommended Target value to Final Target Group field.
SDGs: Global indicator framework for the Sustainable Development Goa	is and targets of the 20	030 Agenda for S GLOBAL	
1.1.1 - Proportion of population below the international poverty line, by	sex, age, employment	status and geog	
Age 🛞 Disability 🛞 Geographic Location 🛞 Income 🛞			
Nierestere, Otatura, O Ocauration, O	Age Test		
Migratory Status 😸 Occupation 😸			
Growth and Transformation Plan II (GTP II) NATIONAL			

Figure 109: Options to add target groups to the final target group

- **Step 10.** To save the changes, click **Save** from the screen shown in <u>Figure 105</u> above. The status will change to **PENIDNG**.
- **Step 11.** If the review on a given IA/CC combination is complete, you can choose to **Hold** or **Approve** the combination. When either option is selected, you will be prompted with a confirmation window. Click **OK** to continue.

Confirm Status Change?	Confirm Status Change?
Are you sure you want to change status to Approve?	Are you sure you want to change status to Hold?
Ok Cancel	Ok Cancel



Step 12. Repeat the steps above to review and finish for each IA/CC combination.

- 9.3. How to Move a policy to the next phase
 - **Step 1.** To move the phases, click on the policy reference number found at the top as in Figure <u>111</u> below.



Figure 111: Policy reference number



- **Step 2.** When the policy reference number is clicked, you will be redirected to the policy edit page.
- Step 3. As indicated in Figure 112 below, you can choose the Phase in the Move Policy To section. Depending on the current phase, you can move the policy to the previous or next phase.

≡⊕∂" ∰ ≱ 0		🛎 English [] 🧳 yemshaw@un.org 👹
💭 Dashboard 🛛 🤂 Policies 🗸 🔠 Indicator Frameworks 🗸 🚿	Core Concepts 🛛 🗐 Reports 🗸 🛞 Administration 🗸	
EPIC		
Reference No: POL/20/10/0010	Status: PHASE I	► Save
Title	Policy Date	to Back to List
Eyassu Test Policy	Oct 15, 2020	\$
Description		
Description goes here for my test policy		Move Policy to
		D Phase II
Users Permissions	🗶+ Add User	Relevant Statistics

Figure 112: Edit policy page

Confirm Policy Phase Change?	×
Are you sure you want to move this Policy to Phase II?	
Ok	Cancel

Figure 113: Confirmation window for moving a policy to the next or previous phase

Step 4. When you move the phase, you will be prompted to confirm the change. Click **Ok** to continue.

9.4. How to Generate Output Report for a Policy

- **Step 1.** To generate an output report at the policy level, go to the **Policies** menu and select a policy to generate the report for.
- **Step 2.** After you have opened the policy, click on the **Reports** menu. As indicated below, additional report sub-menus for each phase will be displayed. Choose the phase you wish to create a report for.



Figure 114: Report sub-menus available for each phase





Step 3. If you select reports for **Phase I/ Phase II/Phase III**, each phase option will generate a unique phase output report. As indicated in <u>Figure 115</u> below, users can access output reports of each phase. Outputs associated with the phase can be viewed separately or downloaded all in one-go.





Step 4. Users can select individual outputs (e.g., **1.0**, **2.0** and **3.0**). For instance, <u>Figure 116</u> below displays the report generated when **1.2** from **Phase I Output Reports** is clicked.









Step 5. When **Phase VI (Final Report)** sub-menu is selected, a final comprehensive summary report for the policy will be generated. The report includes graphical representation and table summary of the outcomes of all four phases. All elements of the table are interactive.



Figure 117: Phase IV - Final report generated for a policy





Issue for Actions with Outcomes Mapped to Indicators

Issue for Action	Issue for Action			Indicators
Description	Location	Description	Location	Description
C-IA1	IN DOC	Outcome3	IN DOC	Industry Sector Growth Rate (%)
				Proportion of men, women and children of all ages living in poverty in all its dimensions according to national definitions
				Proportion of population below the international poverty line, by sex, age, employment status and geographical location (urban/rural)
				Real GDP Growth Rate (%)
				TT-Pol1
				TT-Pol3
C_IA2	IN DOC	Outcome22	IN DOC	

Indicators with Target Group Disaggregation

INDICATOR	LEVELS OF DISAG	SOURCE	COMMENT
1.1.1 - Proportion of population below the international poverty line, by sex, age, employment status and geographical location (urban/rural)	Age Disability Geographic Location Income Migratory Status Occupation	GLOBAL SDGs: Global indicator framework for the Sustainable Development Goals and targets of the 2030 Agenda for Sustainable Development	
1.2.2 - Proportion of men, women and children of all ages living in poverty in all its dimensions according to national definitions		GLOBAL SDGs: Global indicator framework for the Sustainable Development Goals and targets of the 2030 Agenda for Sustainable Development	
IS01.1.1.1 - Real GDP Growth Rate (%)		NATIONAL Growth and Transformation Plan II (GTP II)	
IS01.2.1.1 - Industry Sector Growth Rate (%)		NATIONAL Growth and Transformation Plan II (GTP II)	
PT-1 - TT-Pol1		POLICY	
PT.3 - TT-Pol3		POLICY	



SDG Goals and Targets Mapped to Outcomes



Phase IV - Final report generated for a policy

- To save the report as a PDF file, click **Save PDF** located at the top-right corner in Figure Step 6. <u>116</u>.
- Step 7. You will be redirected to Figure 118 below.
- Step 8. Before you save please make sure the Destination field is set to Save as PDF by clikcing the drop-down, as it might be set to the default printer name you commonly use.







Figure 118: Saving Phase IV generated report as pdf

Step 9. The final report contains multiple sections. If you prefer to save and/or print individual graphical representations separately, click the icon as indicated below and choose from the list of options.



