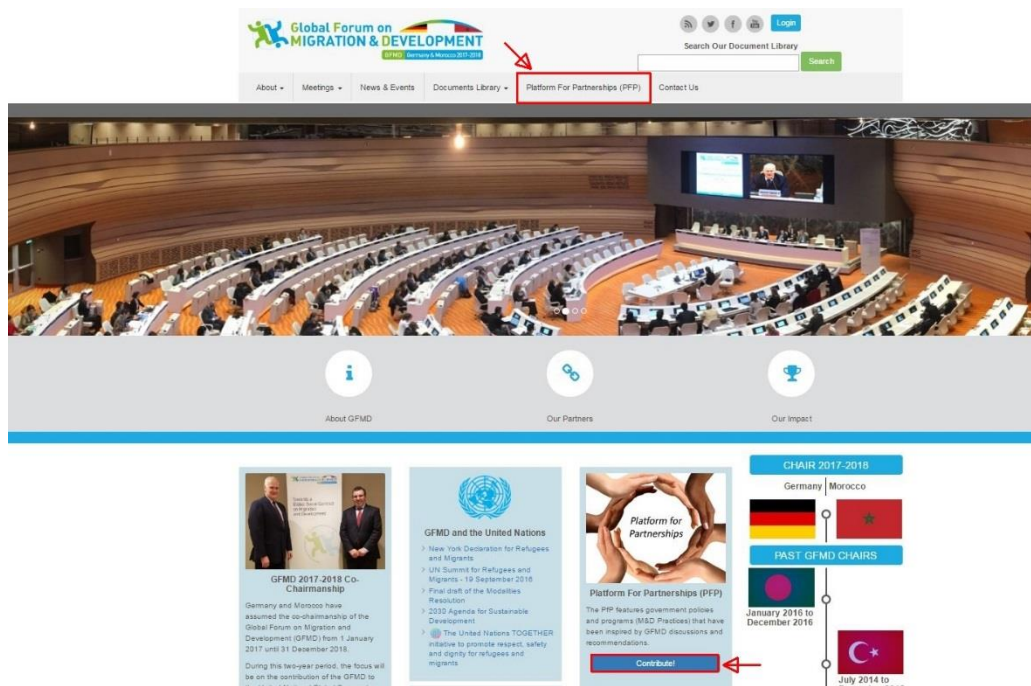


## A GUIDE ON HOW TO SUBMIT MIGRATION AND DEVELOPMENT (M&D) POLICIES AND PRACTICES ON THE GFMD DATABASE (PPD)

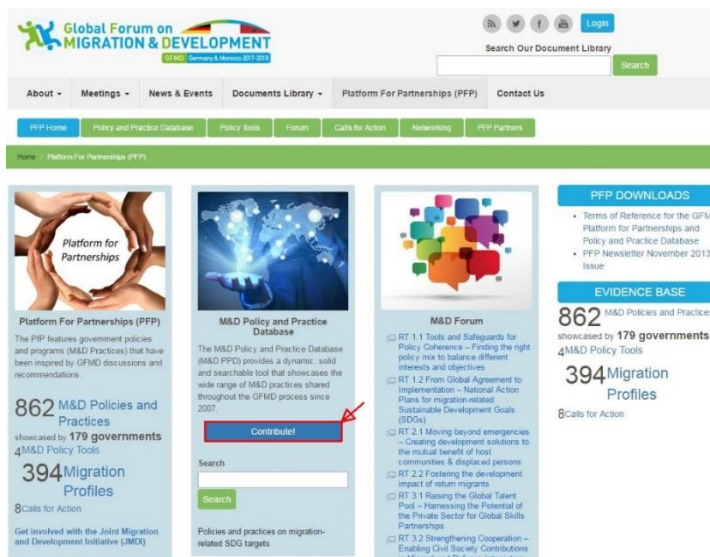
The Migration and Development (M&D) Policy and Practice Database (PPD) is a component of the GFMD Platform for Partnerships (Pfp) that is integral to the GFMD web portal ([www.gfmd.org](http://www.gfmd.org)). See below.



The screenshot shows the GFMD website interface. At the top, there is a navigation menu with 'Platform For Partnerships (PFP)' highlighted. Below the menu is a large image of a conference hall. Underneath, there are three circular icons: 'About GFMD', 'Our Partners', and 'Our Impact'. Further down, there are several content blocks. One block titled 'GFMD 2017-2018 Co-Chairmanship' has a 'Contribute' button highlighted with a red arrow. Another block titled 'Platform for Partnerships (PFP)' also has a 'Contribute' button highlighted with a red arrow. To the right, there is a 'CHAIR 2017-2018' section with flags for Germany and Morocco, and a 'PAST GFMD CHAIRS' section with a timeline.

To post relevant M&D policy or practice, please follow the steps outlined below.

**Step 1** – Click either of the two links indicated by arrows above to go to the Pfp web page. See screenshot below.



The screenshot shows the 'Platform for Partnerships (PFP)' page. At the top, there is a navigation menu with 'Platform For Partnerships (PFP)' highlighted. Below the menu, there are several content blocks. The first block is 'Platform for Partnerships (PFP)' with a 'Contribute' button highlighted by a red arrow. The second block is 'M&D Policy and Practice Database' with a 'Contribute' button highlighted by a red arrow. The third block is 'M&D Forum' with a list of topics. To the right, there is a 'PFP DOWNLOADS' section and an 'EVIDENCE BASE' section with statistics: '862 M&D Policies and Practices showcased by 179 governments', '4 M&D Policy Tools', '394 Migration Profiles', and '8 Calls for Action'.

## GUIDE – HOW TO SUBMIT M&D PRACTICES ON THE PPD

**Step 2** - Click on the icon “Contribute” (in red box above) to go to the M&D Policy and Practice submission form. See screenshot on the right.

**Step 3** Enter the requested data. There are 9 fields in total (see sections marked in red).

To briefly explain each field:

- A. Indicate the *title* of the policy or practice being submitted.
- B. The *summary* should answer the following question: Who is promoting this policy/practice, what is the policy, practice and where it is being implemented.
- C. Include the *country(ies)* or region(s) that are implementing the policy/practice. Type “Global” if it is a worldwide initiative
- D. Include the *partner(s)* if the policy is implemented with the support of, or by other organizations (UN and related, NGO’s and civil society, private sector)
- E. *Thematic area(s)*: the submitted practices may cover a wide range of government practices falling within GFMD themes, debates and outcomes. Please limit the choice to as few as you can<sup>1</sup>.
- F. One practice can fall under more than one category; hence, *tags* or links to specific subthemes can be added. These can help the user to narrow his/her search and so you can add as many as are applicable.
- G. Include the *source(s)* of the policy/practice in the next field. For example: the policy or practice was submitted as an input to the development of GFMD 2016 Roundtable Session 1.1 background paper; or was mentioned in a GFMD thematic meeting.
- H. *Relevant link(s)*: If the policy/practice has a website and/or any publication directly related to it, you may include it here.
- I. You can insert here either a *logo* of the policy/programme/organization, the flag of the country or any other illustration. Click on “Choose File” and then “Upload”.


The screenshot shows the GFMD website interface. At the top, there is a navigation menu with options like 'About', 'Meetings', 'News & Events', 'Documents Library', 'Platform For Partnerships (PPF)', and 'Contact Us'. Below this is a search bar and a 'Search' button. The main content area is titled 'Share your M&D Policy or Practice'. On the left side, there is a 'KEYWORD SEARCH' box with a 'Search' button and a 'Reset filters' button. Below that is a green 'Contribute TO THE EVIDENCE-BASE' button. The main form area contains the following fields:

- A.** Title \*
- B.** Summary \*
- C.** Country(ies) \* (Indicate which country/ies is/are submitting the policy / practice)
- D.** Partner(s) (Indicate if the policy/practice is implemented with the support of other organizations)
- E.** Thematic Area(s) (Dropdown menu with options: Civil society and the private sector, Data and research, Diasporas, Governance of migration and coordination of dialogue)
- F.** Tag(s) (Dropdown menu with options: Capacity Building, Civil Society, Data and Research, Diaspora Empowerment and Engagement)
- G.** GFMD Source
- H.** Relevant link(s)
- I.** Logo/Image (optional) (Choose File button, No file chosen)

At the bottom of the form is an 'Upload' button.

## GUIDE – HOW TO SUBMIT M&D PRACTICES ON THE PPD

**Step 4** – Once all the data have been entered, please insert your contact information details.

**Step 5** – Enter the captcha code and click on . You will receive a notification email confirming your form submission.

**Important:**

In keeping with the state-led character of the GFMD process, we would like to ensure that only submissions of GFMD Focal Points are posted on the PPD, and that the prescribed format is correctly followed. Thus, upon completion of the 5 steps indicate above, the GFMD Support Unit will review before posting the policy/practice online.

**Do you need to make a correction / update after your submission? Or**

**Do you require any information or assistance in uploading your PPD entry?**

Please write to [pfp@gfmd.org](mailto:pfp@gfmd.org) or call GFMD Support Unit at +41 (0)22 788 49 46 or +41 (0)22 788 49 47.

**Thank you for your contribution to the evidence base of the GFMD process!!!**

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<sup>i</sup> The thematic areas and tags are currently being reviewed in coordination with the Ad Hoc Working Group on 2030 Agenda and Global Compact on Migration (GCM), with the objective to align them with the GCM thematic clusters.