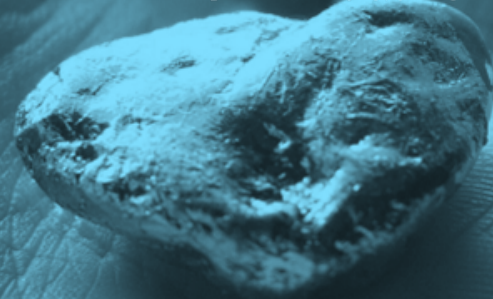




planet**GOLD**

Making a world of difference
in small-scale gold mining.

A GEF Initiative



planet**GOLD** Training: i**GOLD** Reporting System and Web Editing

11 March 2025

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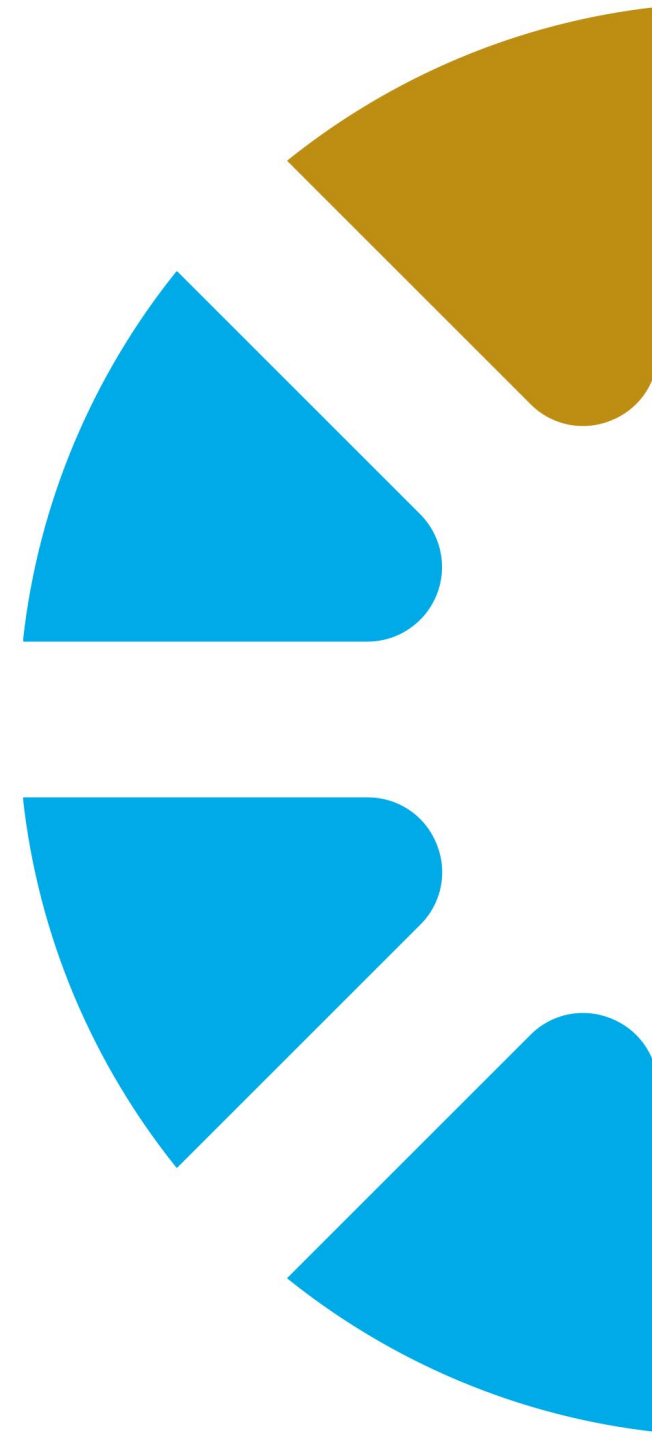


In partnership with:



Housekeeping:

- ▶ This PowerPoint and recording will be circulated following the session.
- ▶ Other important resources discussed today can be found on the planetGOLD.org/home-base webpage.
- ▶ Questions can be written in the chat box (in EN, FR or ES) and the team will address as we are able. There will also be time at the end for questions.





Global Project Web Team



Programme
Management

Malgorzata Stylo



Web Knowledge
Management

Caroline Wood



Programme
Management*

Kenneth Davis



Communications
Management

**Jennifer
Wilmore
Scroggins**



Francophone
Africa Coordinator/
Communications
Assistant

Assietou Gaye



Knowledge
Management

Mona Avalos

**temporarily on another assignment until mid-2025*

Quarterly Reporting

Each project will submit quarterly summaries of key activities. Using this data, the global project will produce quarterly summaries of key activities and progress across the programme.

Annual Progress Report (APR)

Country projects will submit an APR by fiscal year, which will include narrative reporting on achievements and quantitative reporting on programme-level indicators.

iGOLD Reporting “Cheat Sheet”

iGOLD allows flexible workflows. The main principle is that the Implementing Agency must validate the content of the submissions.



Good to know:

iGOLD is the online system for planetGOLD child projects to submit their quarterly & annual programmatic reports.

Quarterly reporting is due 1 month after the end of each quarter – **30 April, 31 July, 31 October, and 31 January.**

Annual reporting is due by **15 September.**

Representatives from executing agencies (EA) and implementing agencies (IA) are eligible for login credentials for their child projects. EA and IA accounts have the same functionality.

Note that the system times out after 30 minutes. Save your work often!

For an introduction on how to navigate the iGOLD system and enter reports, see the [quarterly reporting video](#) and the [annual reporting video](#).

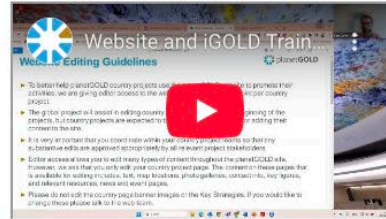
If you have any questions, please contact Kenneth Davis (kenneth.davis@un.org)



Questions?

Other Key Trainings

iGOLD Reporting System and planetGOLD.org Web Editing (July 2023)



[Watch the recording in English](#)



[Watch the recording in French](#)



[Watch the recording in Spanish](#)

Relevant materials:

Website Editing Guidelines

- To better help planetGOLD country projects use the planetGOLD website to promote their activities, we are giving editor access to the web site for one web focal point per country project.
- The global project will assist in editing country pages, especially at the beginning of the projects, but country projects are expected to take primary responsibility for adding their content to the site.
- It is very important that you coordinate within your country project teams so that any substantive edits are approved appropriately by all relevant project stakeholders.
- Editor access allows you to edit many types of content throughout the planetGOLD site. However, we ask that you only edit your country project page. The content on these pages that is available for editing includes: text, map locations, photo galleries, contact info, key figures, and relevant resources, news and event pages.
- Please do not edit the country page banner images or the Key Strategies. If you would like to change these please talk to the web team.

[English](#) | [French](#) | [Spanish](#)

Download the web editing guidelines:

planetGOLD

Tips on Writing Blogs (Voices Articles)

OUR KEY PRINCIPLES:

- We emphasize additional levels of eliminating mercury use and other ways to positively impact from ASGM.
- We avoid further stigmatization of miners.
- We respectfully acknowledge the perspectives and needs of local ASGM communities.
- We acknowledge challenges while promoting lessons learned, innovative ideas, and success stories.
- We aim to educate, empower, and influence positive change.

YOU WILL ALSO NEED:

- Photos, titles and names of all authors.
- Supporting photos, images or graphics to include with the article.

WRITING SUGGESTIONS:

- Blog readers have short attention spans. Aim for a word count of 500-700 words (no more than 1,000).
- Keep in mind our main audiences: ASGM practitioners, government officials, and potential financiers around the globe.
- Avoid jargon and excessive acronyms. Even readers with technical knowledge will not expect technical writing in a blog.
- Use subheadings, photos, and/or graphics to help the reader scan and quickly understand the structure of the article.
- Use hyperlinks to elaborate on complicated topics or provide references, rather than writing out all relevant background information or using footnotes.
- Keep the title short. Aim for no more than 60-70 characters, bearing in mind that you can also include a longer subtitle.

VOICES ARTICLE EXAMPLES:

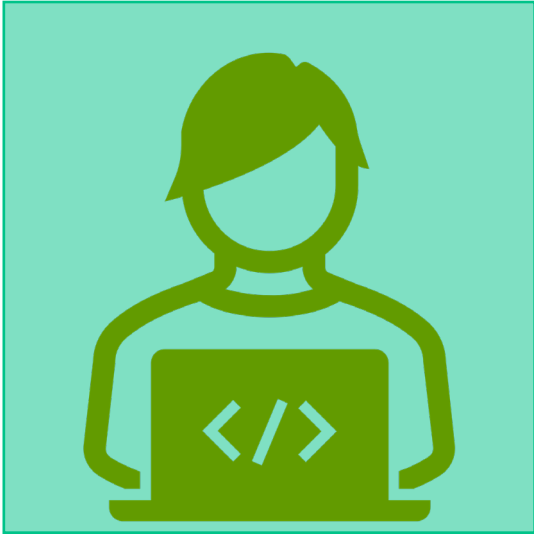
- [Promoting copper mines for foreign investors in Mexico](#)
- [How small-scale miners need to transition to Earth Day](#)
- [Small-scale miners that promote artisanal mining need 100-200 million in investment to increase their production and promote development](#)

Remember: Project teams are expected to publish at least 2 articles or news items on planetgold.org each year.

Download the Voices article tip sheet:

[English](#) | [French](#) | [Spanish](#)

What's Next: Upcoming Monthly Trainings



- ▶ Calculation of programme indicators and documentation (April 10)
- ▶ Introduction to the planetGOLD Criteria (May)

* *Communications trainings – scheduled on one-on-one basis*



**Thank you
Merci
Gracias**

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