

# IOE Members' Area

The new IOE Members' Area is a dedicated and protected space for members and partners. It can only be accessed through a personal login by each user. This login is the same as the one you have previously been using. If you have not yet created your user profile please go on <u>this page</u> and follow the instructions.

Once you login to the Members' Area you will arrive to the main menu, called Dashboard (see image below). The Dashboard allows you to access all parts of the Members' Area either through the menu on top or the cards below (1 and 3 below). There is also a banner with important news (2). It is important that this section and menu are separate from the public IOE website and menu (which can still be accessed on the top right corner -4).

IOE	International Organisation of Employers   Organisation Internationale des Employeurs   Organización Internacional de Empleadores				Q Search Menu≡		
Home	News Ev	vents Document library	Discussion forums	Networks	Get back to B&I dashboard	A My profile	수] Logout
C The M forum	Acome to IOE M Acombers' Area provides access ns to strengthen our IOE comm through this interactive tool.	to exclusive content, an exte					

#### Explore the Members' Area



As you can see from the image above there are several distinct areas to explore.

### News

This area is very similar to the News section of IOE's public website. It presents a list of news in chronological order. The important difference is that here you can see News for the public (just like on the normal website) but also protected News for members and partners only (which cannot be seen on the public website). It is therefore important to check this section periodically for information relevant to members.

## Events

This area is like the News section and the Events section on the public website. It presents a list of upcoming events in chronologic order. However, it also shows events that are for members only and that are hidden on the public website. This section also allows you to register to certain IOE events as a member. This is not possible without logging in. (see example of an event with a registration button below)

Contact(s)



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**IOE Centenary Summit** will take place in the extraordinary Human Rights Council Room at the UN Palais in Geneva, Switzerland on 24 May 2020. Heads of State, UN leaders, CEOs from global and local companies, and worldrenowned policy experts will take part. The Summit will be an all-day event from 11:00 - 18:30. If you want to be part of this event, click on registration button below.

# **Document Library**

The Document Library is one of the main features of the Members' Area. It is a collection of all important documents grouped into several folders (2) and tagged with language, type, and date. The Document Library has a strong search function (1) which allows to easily find specific documents by keyword, date, language, type, or category. Users can either freely browse documents by clicking on the different folders or use the search function and find specific documents.

# **Document** library



Once in a certain folder the search only applies to that folder. For example, as seen below, searching for a document in the International Labour Organisation/Governing Body folder by using Document Type set to Report and the date from 1 April 2019 to 6 April 2020 will produce results from only that folder and not the whole Document Library.

Keywords	Governing Body	ations > International Labour Organisation	
Language Report/rapport/informe×	IOE Report on the 337th session of the ILO	Swiss & IOE Event on ILC Centenary Declaration	
01-04-2019 06-04-2020 Search	20 Nov 2019	4 Nov 2019	

# **Discussion Forums**

Discussion Forums are also a completely new and important feature for members and partners. Discussion Forums are meant to be used by members of Policy Working Groups and Business Networks and are separate for each of those groups (1). Any user can create a Discussion by asking a question or making a comment and or join an existing discussion by adding comments (2).

eee Group	O Latest discussion			
Future of Work <sup>odiscussion</sup>		Be the first to discuss Add the first discussion		
Sustainable Development <sup>0 discussion</sup>	2	Be the first to discuss Add the first discussion		
Labour Migration	Test	Discussion Create new discussion		
Employment & Skills <sup>0 discussion</sup>		Be the first to discuss Add the first discussion		
Human Rights and Responsible Business Conduct 1 discussions	<b>Hello</b> Rita Yip	Discussion Create new discussion		

## Policy Working Groups and Business Networks

Each IOE Policy Working Group and Business Network has a dedicated page in the Members' Area that provides an overview of Discussions, News, Events and Documents for that group. The same content can be found on the other pages of the Members' Area but the dedicated pages provide an easy and focused view of the content particular to that group.

## Human Rights and Responsible Business Conduct

Discussions			Create new discus
Discussion	요 Author	Co Replies	🛱 Last edited
Hello	Rita Yip		27-03-20 11:55
			View all discussion
Iews			
Join the next meeting of the IOE Policy Working Group on Huma	Outcome of the meeting of the IOE Policy Working Group on	Join the next meeting of the Human Rights and Responsible	
Official invitation to the meeting of the Human Rights & Responsible Business Conduct Policy Working Group - 20 March 2019	Follow-up and information coming out of the meeting held on 31 October 2018 Conduct PWG (31 October 2018		next meeting of the onible Business
26 February 2019	07 November 2018	23 October 2018	
Jpcoming Events			
ocuments			
Juman Rights and Responsible Business Conduct			$\sim$

### User profile

Finally, there is a section each user can access called My Profile. This screen provides an overview of information for each user's profile. You can see the information about yourself that IOE has in its database on the left (1) and you can change your login password on the right (2). There is a button on the bottom left that allows you to request an update of your profile information. This will send an email to IOE Secretariat requesting a change of your personal information as specified. This allows IOE to maintain up-to-date and relevant information on users of the Members' Area.

Home		Visit Members' area	member login	은 My profile	수] Logout
My infor	mation:		Change password		
Name: F	Robert Marinkovic		Password*		
Email: r	marinkovic@ioe-emp.com				
Other email:					
Secondary email:		63	Password verification*		
Phone: +	+41 (0) 22 929 00 24				
Mobile:					
Fax:			Under		
Title: A	Adviser		Update		
Department:					
Request you	r information update				

For any questions or additional guidance please contact Robert Marinkovic at <u>marinkovic@ioe-emp.com</u>