



CEC Members' Guide - IUCN UNION PORTAL

Contents

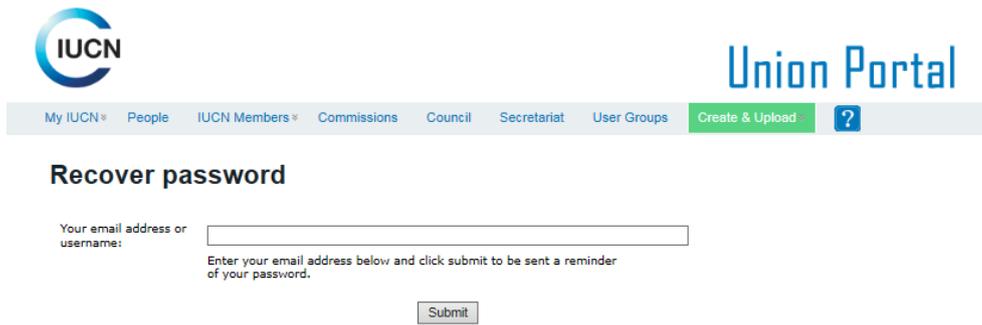
1. Access the Union Portal
2. View and update your profile
3. CEC members in the IUCN UNION PORTAL
4. View and search for CEC Commission Groups and CEC members
5. View and search for CEC members in one country
6. View and search for specific expertise
7. View and search for docs, news, consultations, events, opportunities in your CEC Region
8. View and search for all IUCN people
9. Create, upload and share content in your CEC Group
 - 9.1 Documents
 - 9.2 News stories
 - 9.3 Consultations

For more content on the IUCN Union Portal please refer to the official guides in [English](#), [French](#) and [Spanish](#) and video guides in [English](#), [French](#) and [Spanish](#).

You can access the IUCN Union Portal in [English](#), [French](#) or [Spanish](#).

1. Access the IUCN Union Portal

To login visit the [recover password page](#) and type your registered email (used to apply for CEC membership). Once you receive your credentials by email, we would suggest you search for your profile and complete it.

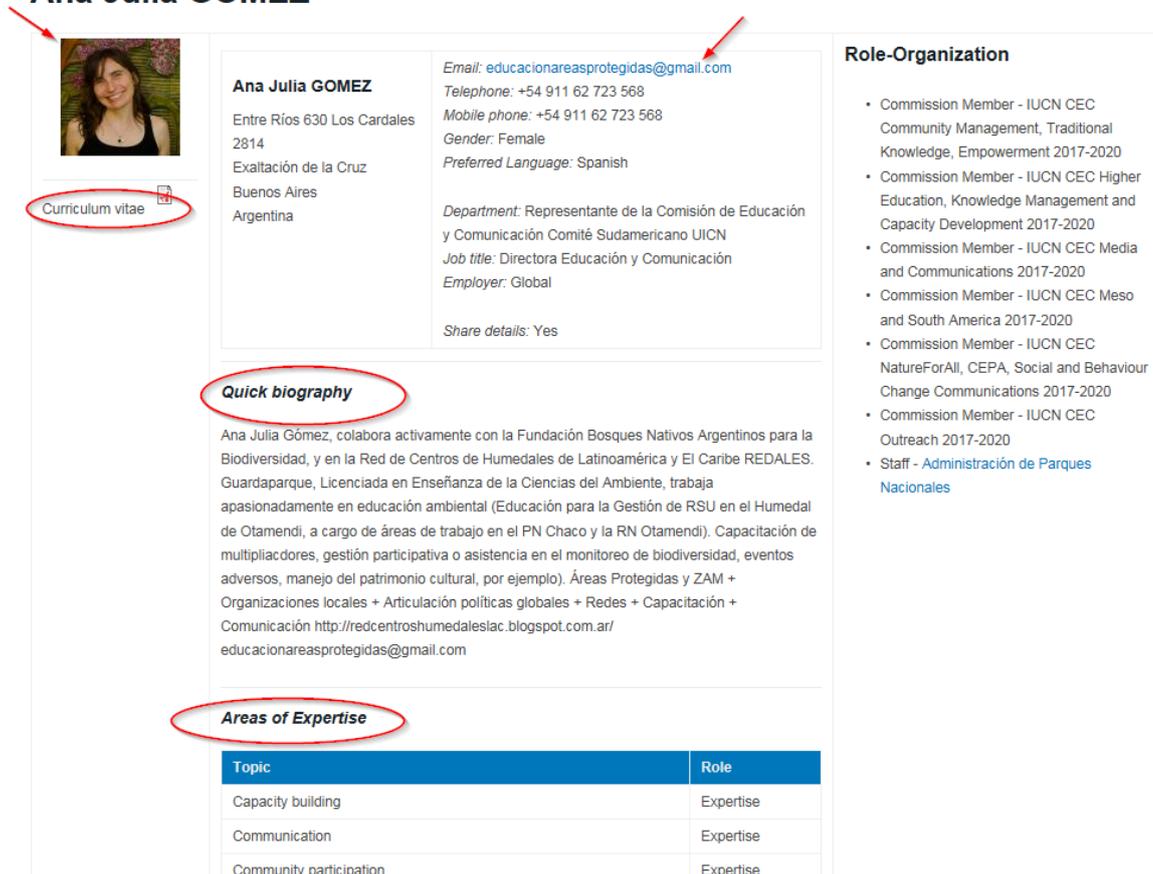


2. View and update your profile

Complete your biography, professional details, areas of expertise and add any other information you may wish. Upload your CV and add a picture, so we can see who you are! Your First name, Family name, and E-mail are not editable. If you wish to update this information please send a message to: cec@iucn.org. Changes to your profile can take up to 24 hours before they are shown in the Union Portal.



Ana Julia GOMEZ



Ana Julia GOMEZ
 Entre Ríos 630 Los Cardales
 2814
 Exaltación de la Cruz
 Buenos Aires
 Argentina

Email: educacionareasprotegidas@gmail.com
Telephone: +54 911 62 723 568
Mobile phone: +54 911 62 723 568
Gender: Female
Preferred Language: Spanish

Department: Representante de la Comisión de Educación y Comunicación Comité Sudamericano UICN
Job title: Directora Educación y Comunicación
Employer: Global

Share details: Yes

Quick biography
 Ana Julia Gómez, colabora activamente con la Fundación Bosques Nativos Argentinos para la Biodiversidad, y en la Red de Centros de Humedales de Latinoamérica y El Caribe REDALES. Guardaparque, Licenciada en Enseñanza de la Ciencias del Ambiente, trabaja apasionadamente en educación ambiental (Educación para la Gestión de RSU en el Humedal de Otamendi, a cargo de áreas de trabajo en el PN Chaco y la RN Otamendi). Capacitación de multiplicadores, gestión participativa o asistencia en el monitoreo de biodiversidad, eventos adversos, manejo del patrimonio cultural, por ejemplo). Áreas Protegidas y ZAM + Organizaciones locales + Articulación políticas globales + Redes + Capacitación + Comunicación <http://redcentroshumedalesiac.blogspot.com.ar/>
educacionareasprotegidas@gmail.com

Areas of Expertise

Topic	Role
Capacity building	Expertise
Communication	Expertise
Community participation	Expertise

Role-Organization

- Commission Member - IUCN CEC Community Management, Traditional Knowledge, Empowerment 2017-2020
- Commission Member - IUCN CEC Higher Education, Knowledge Management and Capacity Development 2017-2020
- Commission Member - IUCN CEC Media and Communications 2017-2020
- Commission Member - IUCN CEC Meso and South America 2017-2020
- Commission Member - IUCN CEC NatureForAll, CEPA, Social and Behaviour Change Communications 2017-2020
- Commission Member - IUCN CEC Outreach 2017-2020
- Staff - Administración de Parques Nacionales

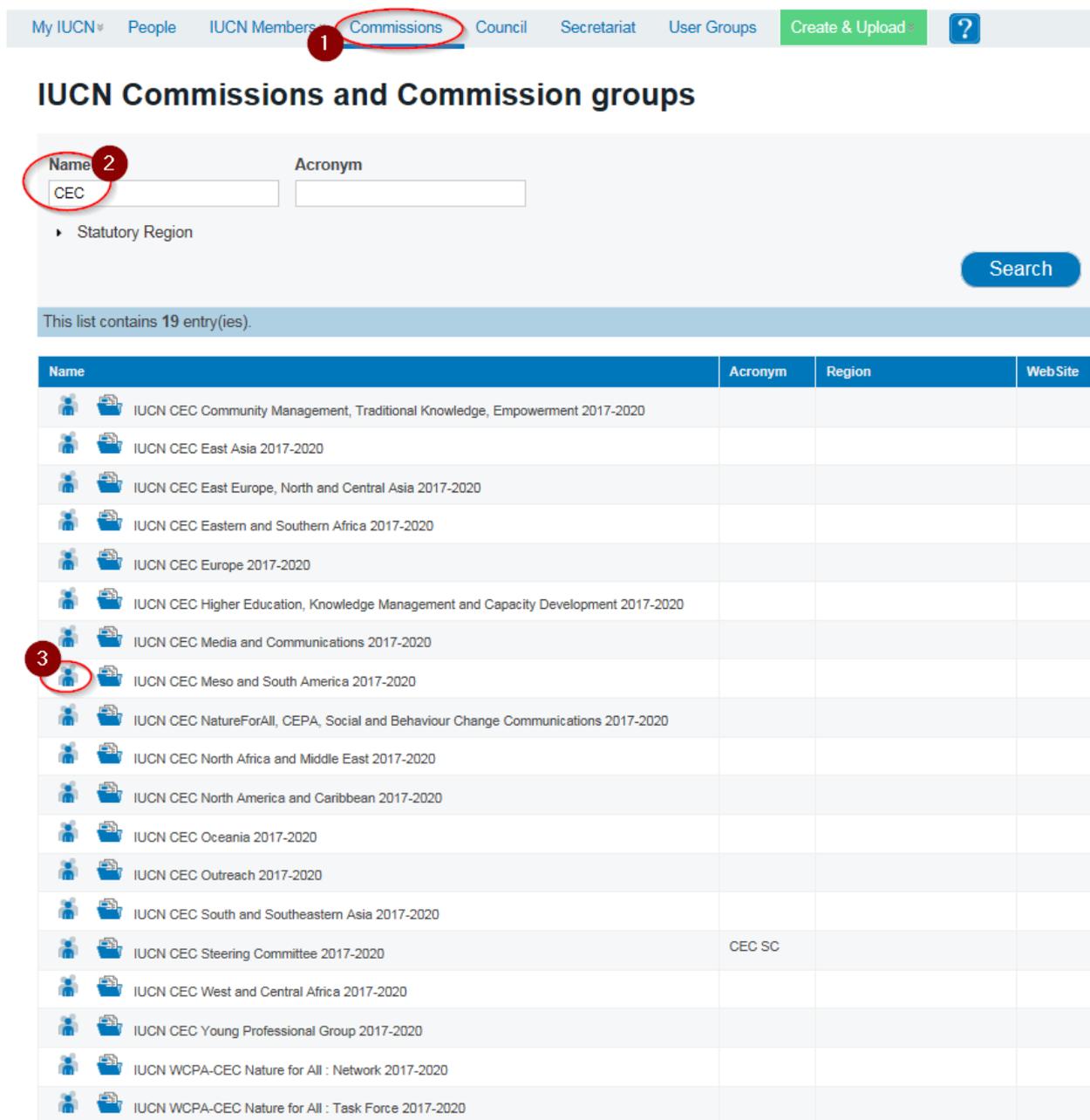
3. CEC members in the IUCN UNION PORTAL

Our over 1000 CEC members are divided into 19 CEC Groups in the IUCN Union Portal, the IUCN platform used to upload and share doc, news, events:

- 10 CEC Regional Groups
- 5 Specialty Groups
- 1 Young Professionals Group < 35 years old
- 1 WCPA CEC Nature for All Task Force Group + 1 WCPA CEC Nature for All Network Group
- 1 Steering Committee Group

4. View and search for CEC Commission Groups and CEC members

- 1 click Commissions,
- 2 type CEC in Name field to obtain all CEC Groups
- 3 click the little man to obtain the list of members per CEC Group. For example CEC Meso and South America



The screenshot shows the IUCN Union Portal interface. The navigation bar includes 'My IUCN', 'People', 'IUCN Members', 'Commissions' (highlighted with a red circle and '1'), 'Council', 'Secretariat', 'User Groups', 'Create & Upload', and a help icon. Below the navigation bar is the heading 'IUCN Commissions and Commission groups'. A search form is visible with a 'Name' field containing 'CEC' (marked with a red circle and '2') and an 'Acronym' field. A dropdown menu shows 'Statutory Region'. A 'Search' button is located to the right of the search fields. Below the search form, a message states 'This list contains 19 entry(ies)'. A table with columns 'Name', 'Acronym', 'Region', and 'Web Site' displays 19 entries. The entry 'IUCN CEC Meso and South America 2017-2020' is highlighted with a red circle and '3'. The 'IUCN CEC Steering Committee 2017-2020' entry has 'CEC SC' in the 'Acronym' column.

Name	Acronym	Region	Web Site
  IUCN CEC Community Management, Traditional Knowledge, Empowerment 2017-2020			
  IUCN CEC East Asia 2017-2020			
  IUCN CEC East Europe, North and Central Asia 2017-2020			
  IUCN CEC Eastern and Southern Africa 2017-2020			
  IUCN CEC Europe 2017-2020			
  IUCN CEC Higher Education, Knowledge Management and Capacity Development 2017-2020			
  IUCN CEC Media and Communications 2017-2020			
  IUCN CEC Meso and South America 2017-2020			
  IUCN CEC NatureForAll, CEPA, Social and Behaviour Change Communications 2017-2020			
  IUCN CEC North Africa and Middle East 2017-2020			
  IUCN CEC North America and Caribbean 2017-2020			
  IUCN CEC Oceania 2017-2020			
  IUCN CEC Outreach 2017-2020			
  IUCN CEC South and Southeastern Asia 2017-2020			
  IUCN CEC Steering Committee 2017-2020	CEC SC		
  IUCN CEC West and Central Africa 2017-2020			
  IUCN CEC Young Professional Group 2017-2020			
  IUCN WCPA-CEC Nature for All : Network 2017-2020			
  IUCN WCPA-CEC Nature for All : Task Force 2017-2020			

5. View and search for CEC members in one country

1 select Argentina, 2 select 500 items per page, search to obtain 146 in the list

People: IUCN CEC Meso and South America 2017-2020

This list contains 147 People

Prefix	Name	Country	Email	Role-Organization
Ms	ACOSTA JARAMILLO, Juliana	Australia Sydney	julianaacostajaramillo@gmail.com	<ul style="list-style-type: none">• Commission Member - IUCN CEC Higher Education, Knowledge Management and Capacity Development 2017-2020• Commission Member - IUCN CEC Meso and South America 2017-2020• Commission Member - IUCN CEC NatureForAll, CEPA, Social and Behaviour Change Communications 2017-2020• Commission Member - IUCN CEC Oceania 2017-2020• Commission Member - IUCN CEC Young Professional Group 2017-2020
Mrs	AGUIRRE BACARRANZA, Gabriela	Bolivia (Plurinational State of) La Paz	gabiaguirre@gmail.com	<ul style="list-style-type: none">• Commission Member - IUCN CEC Community Management, Traditional Knowledge, Empowerment 2017-2020• Commission Member - IUCN CEC Community Management, Traditional Knowledge, Empowerment 2017-2020

6. View and search for specific expertise

At the moment the expertise related to the CEC mandate are the following. Do not hesitate to add any other skills relevant to your experience.

Expertise options

Expertise

- Capacity building
- Communication
- Education & awareness
- Indigenous People and Traditional Communities
- Monitoring

Geographical Scope of Expertise

- Brazil
- Bolivia
- Argentina

7. View and search for docs, news, consultations, events, opportunities in your CEC Region

1 click Commissions,

2 type CEC in Name field to obtain all CEC Groups

3 click the folder to view docs, news, consultations, events, opportunities of CEC Meso and South America

My IUCN ▾ People IUCN Members ▾ **Commissions** Council Secretariat User Groups Create & Upload ?

IUCN Commissions and Commission groups

Name **Acronym**

▸ Statutory Region

Search

This list contains 19 entry(ies).

Name	Acronym	Region	Web Site
  IUCN CEC Community Management, Traditional Knowledge, Empowerment 2017-2020			
  IUCN CEC East Asia 2017-2020			
  IUCN CEC East Europe, North and Central Asia 2017-2020			
  IUCN CEC Eastern and Southern Africa 2017-2020			
  IUCN CEC Europe 2017-2020			
  IUCN CEC Higher Education, Knowledge Management and Capacity Development 2017-2020			
  IUCN CEC Media and Communications 2017-2020			
  IUCN CEC Meso and South America 2017-2020			
  IUCN CEC NatureForAll, CEPAs, Social and Behaviour Change Communications 2017-2020			
  IUCN CEC North Africa and Middle East 2017-2020			
  IUCN CEC North America and Caribbean 2017-2020			
  IUCN CEC Oceania 2017-2020			
  IUCN CEC Outreach 2017-2020			
  IUCN CEC South and Southeastern Asia 2017-2020			
  IUCN CEC Steering Committee 2017-2020	CEC SC		
  IUCN CEC West and Central Africa 2017-2020			
  IUCN CEC Young Professional Group 2017-2020			
  IUCN WCPA-CEC Nature for All : Network 2017-2020			
  IUCN WCPA-CEC Nature for All : Task Force 2017-2020			

In [section 9](#) you can learn how to create, upload and share docs, news, consultations, events and opportunities...

8. View and search for all IUCN people

Example: search for all IUCN people in Argentina

1 click People

2 type Argentina in Countries field to obtain all IUCN people from Argentina

Prefix	Name	Country	Email	Role-Organization
Dr	ABBA, Agustin	Argentina La Plata	abbaam@yahoo.com.ar	• Commission Member - IUCN SSC Anteater, Sloth and Armadillo Specialist Group 2017-2020
Prof. Dr.	Acosta, Luis	Argentina Córdoba	luis.acosta.op@gmail.com	• Commission Member - IUCN SSC Cave Invertebrate Specialist Group 2017-2020
Dr	ALBANESE, Soledad	Argentina Mendoza	salbanese@mendoza-conicet.gob.ar	• Commission Member - IUCN SSC New World Marsupial Specialist Group 2017-2020
Mr	ALBAREDA, Diego	Argentina	diego.albareda@gmail.com	• Commission Member - IUCN SSC Marine Turtle Specialist Group 2017-2020

9. Create, upload and share content in your CEC Group

9.1 Documents: any type of document, e.g. reports, publications, newsletters, etc.

9.2 News stories: updates, results, news, announcements, etc.

9.3 Consultations: information that is open for discussion

- Events: promote events

- Opportunities: job openings, funding, awards, capacity building, etc.

9.1 Upload Documents (less than 10 MB)

Click Create & Upload and select Documents.

You have the option to create content in French or Spanish.

The screenshot displays the IUCN Union Portal interface. At the top left is the IUCN logo. A navigation bar contains links for 'My IUCN', 'People', 'IUCN Members', 'Commissions', 'Council', 'Secretariat', and 'User Groups'. A green 'Create & Upload' button is highlighted with a red circle and the number 1. Below the navigation bar, the page title is 'Create & Upload'. Under the 'Documents & Folders' section, the 'Documents' link is circled with a red circle and the number 2. The 'Content' section lists 'Consultations', 'Events', 'News stories', and 'Opportunities'. The 'Groups' section includes 'User generated Groups'. At the bottom right, there are two buttons for language selection: 'FR' and 'ES', which are circled with a red circle and the number 3.

There are two very important sections *Content* and *Publishing info*.

Under the *Content* section you input the data for the content you are creating, i.e. title, type, body (with the option to edit a body summary), image, documents, links, etc.

For more information read the specific descriptions under each field.

Under the *Publishing info* specify:

- parent folder: under which Group you want to publish the document (you can select more groups)
- access level: use private if you want to share the doc with group members only, public to share with all portal users
- add managers: add the leader of your CEC region or country
- allow comments or not
- publishing option: publish when the document is finalised

Create Documents

Content * **Publishing info ***

Parent folder(s) *

IUCN CEC Meso and South America 2017-2020 :: Group ✕ IUCN CEC CEPA, Social and Behaviour Change Communications 2017-2020 :: Group ✕

Select the folder(s) under which this document should appear. The same document can be published in various folders.

Access level *

Private

Public

Private: grant access only to users affiliated to the related group(s) of the folder(s) under which this document is listed

Public: grant access to all portal users

Managers

Add Managers

Additional users that should have editing rights over this content

Note: Content owner will always be a Manager

Allow comments *

Closed

Open

Open: grant access to users to post comments in the content

Closed: hide comments section to avoid users comments

Publishing options *

Hide/Unpublish

Publish

Publish: the content is "published" in the site

Hide/Unpublish: the content should be removed/hidden

2 Save **1** Preview

9.2 Upload News stories

Click Create & Upload and select News stories.

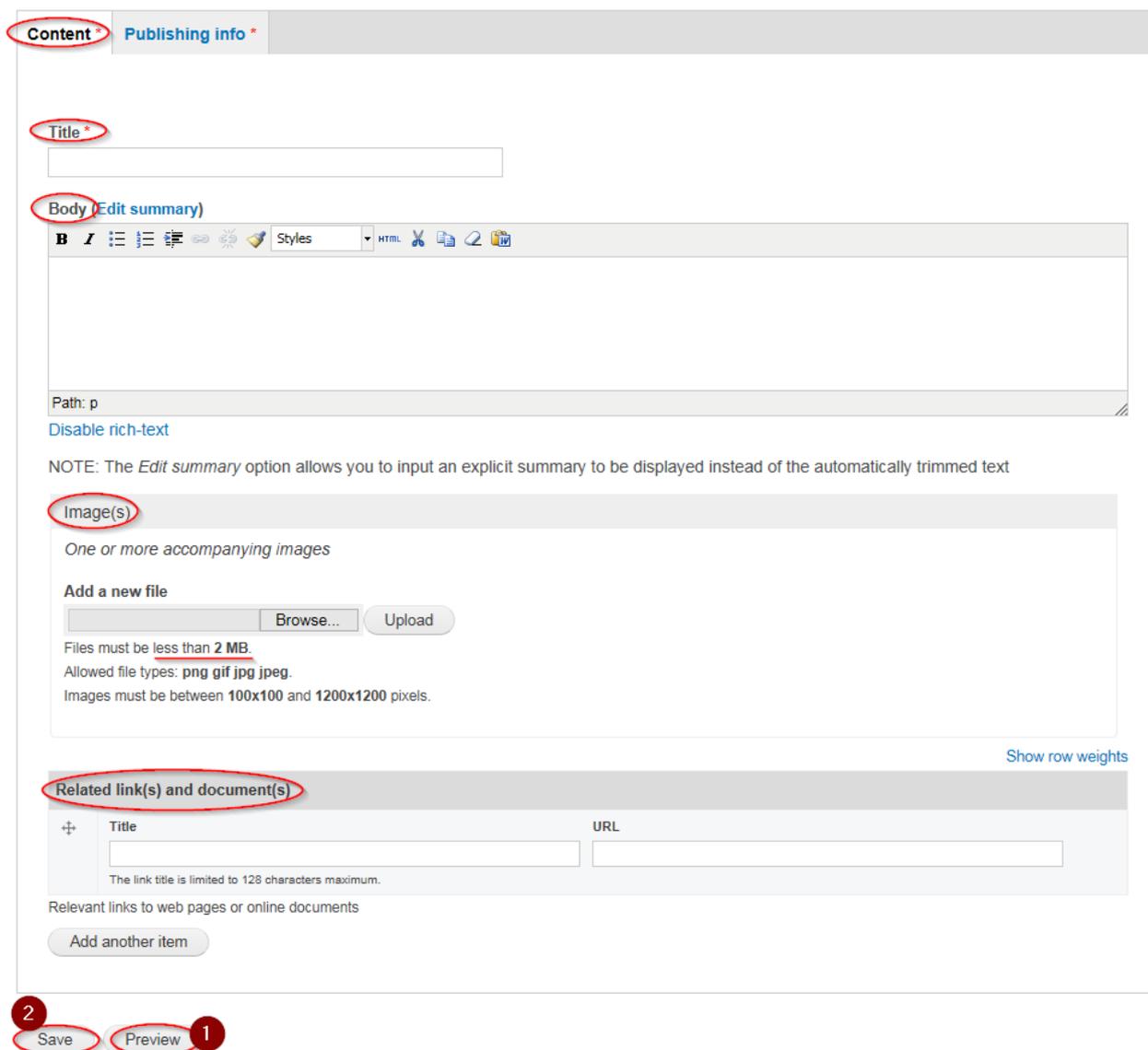


There are two very important sections *Content* and *Publishing info*.

Under the *Content* section you input the data for the content you are creating, i.e. title, body (with the option to edit a body summary), image, documents, links, etc.

For more information read the specific descriptions under each field.

Create News stories



The screenshot shows the 'Create News stories' form with several fields highlighted by red circles:

- Content** tab (circled)
- Title *** field (circled)
- Body (Edit summary)** field (circled)
- Image(s)** section (circled), including a file upload area with 'Browse...' and 'Upload' buttons, and instructions: 'Files must be less than 2 MB. Allowed file types: png gif jpg jpeg. Images must be between 100x100 and 1200x1200 pixels.'
- Related link(s) and document(s)** section (circled), including a table with 'Title' and 'URL' columns, a note 'The link title is limited to 128 characters maximum.', and an 'Add another item' button.
- Save** button (circled with a '2' in a red circle)
- Preview** button (circled with a '1' in a red circle)

Other visible elements include the 'Publishing info' tab, a 'Path: p' field, a 'Disable rich-text' link, a 'NOTE: The Edit summary option allows you to input an explicit summary to be displayed instead of the automatically trimmed text', and a 'Show row weights' link.

Under the *Publishing info* specify:

- language: Neutral (only one version is allowed), English (you can add the Spanish version)
- parent folder: under which Group you want to publish the news (you can select more groups you are a member of)
- access level: use private if you want to share the news with group members only, public to share with all portal users
- add managers: add the leader of your CEC region or country
- allow comments or not
- publishing option: publish when the news is finalised

Create News stories

Content * **Publishing info ***

Language

English

Language neutral: Content will be shown regardless of the language chosen by the user.
Language neutral doesn't allow you to create other language versions.
English: English version of the content. Other language versions are possible.
French: French version of the content. Other language versions are possible.
Spanish: Spanish version of the content. Other language versions are possible.

Group(s) *

IUCN CEC Meso and South America 2017-2020 x
IUCN CEC Young Professional Group 2017-2020 x

Select the group or groups where this content should be posted

Access level *

Private
 Public

Private: grant access only to users affiliated to the related group(s)
Public: grant access to all portal users

Managers

Add Managers

Additional users that should have editing rights over this content
Note: Content owner will always be a Manager

Allow comments *

Closed
 Open

Open: grant access to users to post comments in the content
Closed: hide comments section to avoid users comments

Publishing options *

Hide/Unpublish
 Publish

Publish: the content is "published" in the site
Hide/Unpublish: the content should be removed/hidden

2 Save **1** Preview

9.3 Upload Consultations



There are two very important sections *Content* and *Publishing info*.

Under the *Content* section you input the data for the content you are creating, i.e. title, deadline, body (with the option to edit a body summary), image, documents, links, etc.

For more information read the specific descriptions under each field.

This screenshot shows the 'Create Consultations' form with several fields highlighted by red circles:

- Content** tab (circled)
- Title** field (circled)
- Deadline** field (circled), including a date picker set to 08/23/2017 and a note: "Date until when user comments are welcome".
- Body (Edit summary)** field (circled), featuring a rich text editor with a toolbar and a "Disable rich-text" link.
- Image(s)** field (circled), including a "Browse..." button, an "Upload" button, and instructions: "Files must be less than 2 MB. Allowed file types: png gif jpg jpeg. Images must be between 100x100 and 1200x1200 pixels."
- Related link(s) and document(s)** field (circled), containing a table with columns for "Title" and "URL". A note states: "The link title is limited to 128 characters maximum." Below the table is a button "Add another item".

At the bottom of the form, there are two buttons: "Save" (circled with a red '2') and "Preview" (circled with a red '1').

Under the *Publishing info* specify:

- language: Neutral (only one version is allowed), English (you can add the Spanish version)
- parent folder: under which Group you want to publish the consultation (you can select more groups you are a member of)
- access level: use private if you want to share the news with group members only, public to share with all portal users
- add managers: add the leader of your CEC region or country
- allow comments or not
- publishing option: publish when the consultation is finalised

Create Consultations

Content * **Publishing info ***

Language
English

Language neutral: Content will be shown regardless of the language chosen by the user.
Language neutral doesn't allow you to create other language versions.
English: English version of the content. Other language versions are possible.
French: French version of the content. Other language versions are possible.
Spanish: Spanish version of the content. Other language versions are possible.

Google translate *

Don't show
 Show google buttons

NOTE: IUCN does not control the quality or accuracy of translated content using the *Google Translate* tool

Group(s) *

IUCN CEC Meso and South America 2017-2020 X
IUCN CEC Media and Communications 2017-2020 X

Select the group or groups where this content should be posted

Access level *

Private
 Public

Private: grant access only to users affiliated to the related group(s)
Public: grant access to all portal users

Managers

Add Managers

Additional users that should have editing rights over this content
Note: Content owner will always be a Manager

Allow comments *

Closed
 Open

Open: grant access to users to post comments in the content
Closed: hide comments section to avoid users comments

Publishing options *

Hide/Unpublish
 Publish

Publish: the content is "published" in the site
Hide/Unpublish: the content should be removed/hidden

2 Save Preview 1