

JRP wireframes

Redesign of JRP

online: <https://wireframepro.mockflow.com/view/M61XntxdOnb>

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The Job Request Platform (JRP) in general

Goal

The Job Request Platform (JRP) is a tool used by the ILO units to ask for Publishing services ¹ to PUBL / PRODOC

¹ [See the workflow behind publishing services at the ILO](#),
[See also its explanation](#)

Benefits

Benefit for the ILO Units (customer)	Benefit For PUBL/PRODOC
A unique place where to discover and to get all Publishing services available at ILO	A unique place used to Inform the client of services provided as support of the Publishing process
Easier and structured manner to interact and to communicate with PUBL/PRODOC along the Publishing process	Predefined channels for interaction and communication with Customers Common and well structured space for any document or file during the Publishing process
Possibility to keep under control the progress of works (Tracking system)	Easier to plan and manage works Improve and ease the workgroup within PUBL and PRODOC
Allow the Self-calculation estimation cost at the time of entering the request <ul style="list-style-type: none">• Useful for preparing the budget• Unit's FCO can keep the spending on publications under control	Avoid issues during production in case of missing budget Simplify the process from budget proposals, procurement requests and order. Easier to collect data for invoicing

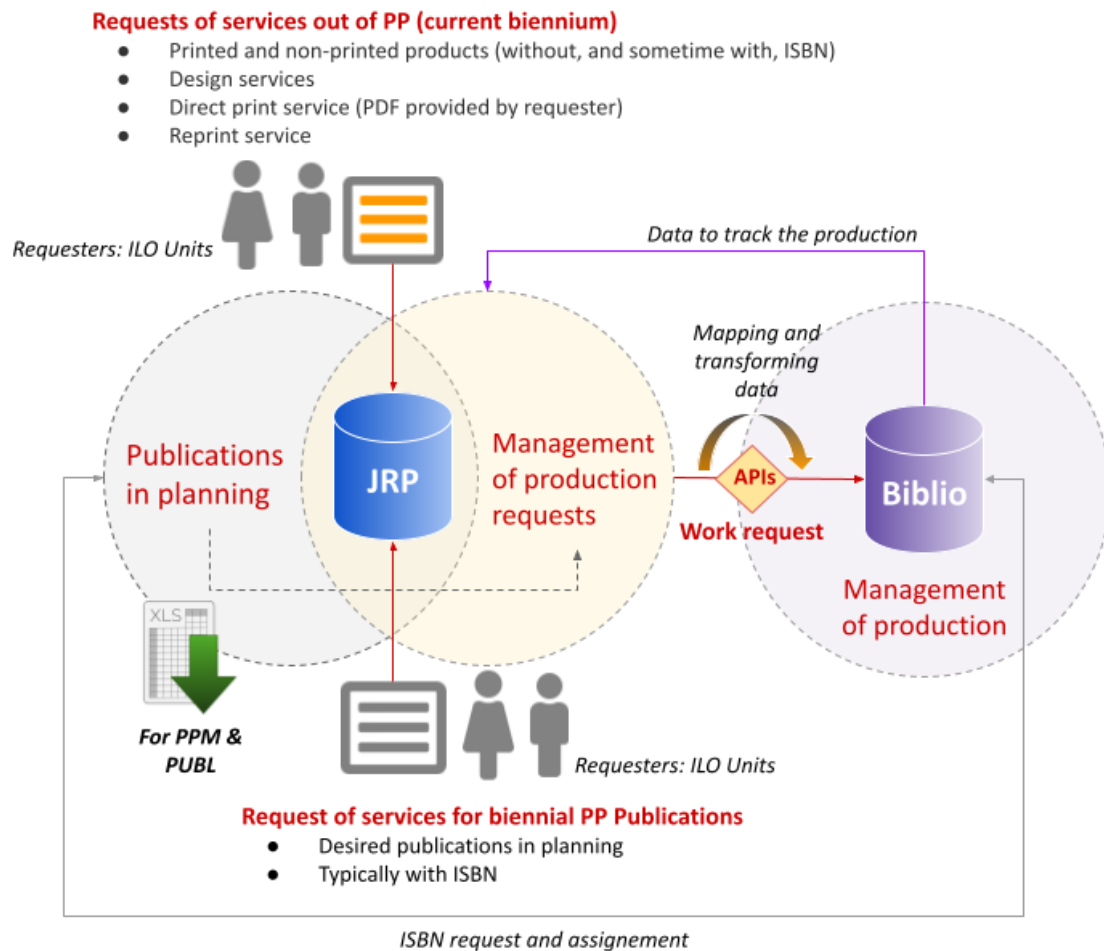
The JRP main functionalities

The JRP/Biblio connection sees the JRP becoming a common tool used by both PUBL and PRODOC

It is a common tool used by ILO units to ask for Publishing service for majority of ILO printed and non-printed Product types, regardless of whether it belongs to the biennial Publishing Plan (PP) or not

It is used at HQ, its use can be extended to the Fields

The following diagram summarizing the JRP functionalities, it is based on the [JRP/Biblio connection flow](#) and its [explanation](#)



Web site structure

The new JRP Site Index is based on use cases

PUBL / PRODOC, each for its part, acts as a Publishing Services Company

So the Site index, and the message it conveys, is based on the idea that PUBL/PRODOC offer **Publishing Services to ILO Units**

Site Index

In blue are marked sections of the site index already implemented, however some modifications will be necessary

1. Home page
2. Request of Publishing service
 - a. Full service
 - i. Book, papers, brief and other
 - ii. Promotional materials
 - iii. Periodicals
 - iv. Meeting documents
 - b. Design service
 - i. Digital only products
 - ii. Graphic Design and branding
 - c. Print service ¹
 - i. Add a new PDF
 - ii. Use a PDF already printed ²
3. In Planning, in production, completed
 - a. All requests
 - b. Requests in planning ³
 - c. Requests in production ³
 - d. Requests completed ⁴
 - e. Cost estimates
 - f. Real production costs

¹ The entry mask contains the selection of the product type

- Book, papers, brief and other
- Promotional materials
- Periodicals
- Meeting documents

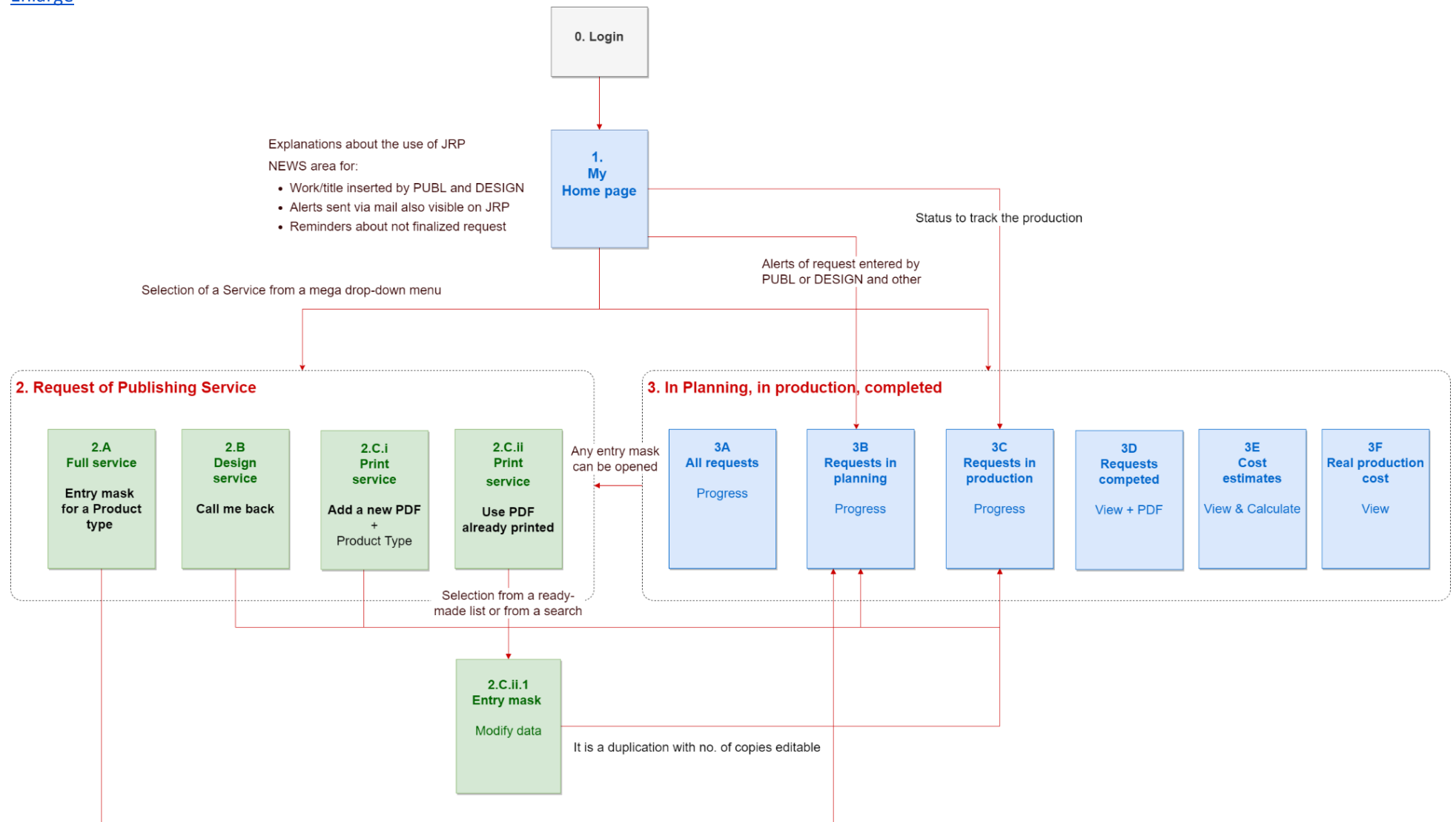
² This is the page where the user can see, as a ready-made list and the search engine, all printed products. Then the product can be selected to ask for reprinting

³ The “Planning” and “Production” sections contains only works in progress, or in planning, for the current biennium

⁴ This is the page listing all Request finalized, including those don't have a print as output (e.g. Design service

High level navigation map

[Enlarge](#)



Types of printed and non-printed product

- **In red** are marked items from biennial Publishing Plan (PP)
- **In green** those in the JRP
- **In yellow** Publication going in planning and checked by PUBL before to be loaded in Biblio
- See also the list of associated [product Templates](#)

Main category	Subcategory	ISBN	ISSN	Origin	In planning: PP
Book	Code of practice	Y	Y	PP + JRP	
	Guide	Y		PP + JRP	
	Compendium	Y		PP + Biblio	
	Edited volume	Y		PP + Biblio	
	Good practice	Y		PP + Biblio	
	Guidelines	Y		PP + JRP	
	Handbook	Y		PP + JRP	
	Monograph	Y		PP + Biblio	
	Report	Y	Y/N	PP + JRP	
Brief	Generic brief	N		PP + JRP	
	Policy brief	N		JRP	
	Research brief	N		JRP	
	Statistical brief	N		JRP	
Digital only	Digital narratives (infostories)	N		PP + Biblio	
	Data visualizations	N		PP + Biblio	
	Mobile apps	N		JRP ☎	
	Illustrations/Graphics/Iconography	N		JRP ☎	
	Webinar background	N		JRP ☎	
	Web site	N		JRP ☎	
	Animation	N		JRP ☎	
	Social media cards	N		JRP ☎	
Executive Summary		N		PP+Biblio	
Fact sheet		N		JRP + JRP	
Graphic design and branding	Visual identity	N		JRP ☎	
	Campaign & Events design	N		JRP ☎	
	Branding check	N		JRP ☎	
	Signage	N		JRP ☎	
	Design of branding assets	N		JRP ☎	
	Template Design			JRP ☎	

Journal article		N			
Meeting documents	International Labour Conference	Y/N	Y	RODIS + Batch load	<i>Some of them</i>
	Governing Body (?)	N		RODIS + Batch load	
	Regional meeting (?)	Y/N		????	<i>Some of them</i>
	CEACR committee	Y/N		JRP	<i>Some of them</i>
	Sectoral meeting (?)	Y/N		Biblio	<i>Some of them</i>
	Other			Biblio	
	Administrative Tribunal of the ILO	Y	Y	JRP (to PMSERV)	
Paper	Working paper	Y	Y	JRP	
	Background	N		JRP	
	Discussion paper	N		JRP	
Periodical	Journal (1)	Y	Y	PP+ JRP	
	Magazine (WOW)	N	Y	JRP	
	Official bulletin (A, B)	N	Y	NA	
Promotional and identity materials	Flyer	N		JRP	
	Brochure	N		JRP	
	Poster	N		JRP	
	Banner/ roll up	N		JRP	
	Newsletter	N		JRP	
	Visit card	N		JRP (to PMSERV)	
	Stationery	N		JRP (to PMSERV)	
	Invitation	N		JRP ☎	
	Certificates	N		JRP ☎	
	Flags	N		JRP ☎	
	Bloc notes	N		JRP ☎	
	Pen	N		JRP ☎	
	USB key	N		JRP ☎	
	Mug	N		JRP ☎	
	Lanyards	N		JRP ☎	
	Badge	N		JRP ☎	
	Other	N		JRP ☎	
	Backdrop /stand	N		JRP ☎	

(1) for Intl. Journal of Labour Research only

Five use cases have been identified

- 1. 2 . Request of Publishing services for print and non-print products (with or without ISBN)**
 - a. First inserted in Biblio (By PUBL or DESIGN) and then visible to the requester, with rights to insert more data, on the JRP**
 - i. Inserted by PUBL in the context of Publishing Plan activities
 - ii. Inserted by DESIGN in the context of Design service provision
 - b. Directly inserted in the JRP by requester (ILO Unit)**
- 3. Requests for DESIGN services - First inserted in Biblio and then visible on the JRP**
 - a. Output: print and non-print product
 - b. Output: set of visual assets (logotype, illustration...) and rules (Templates, grid systems ...)
- 4. Print request: new PDF (with or without ISBN)**
 - a. **Directly inserted in the JRP** along with a PDF ready for the print
- 5. Print request: existing PDF**
 - a. By searching in Biblio archive of printed products

1. & 2. Request of Publishing services for print and non-print products (with or without ISBN)

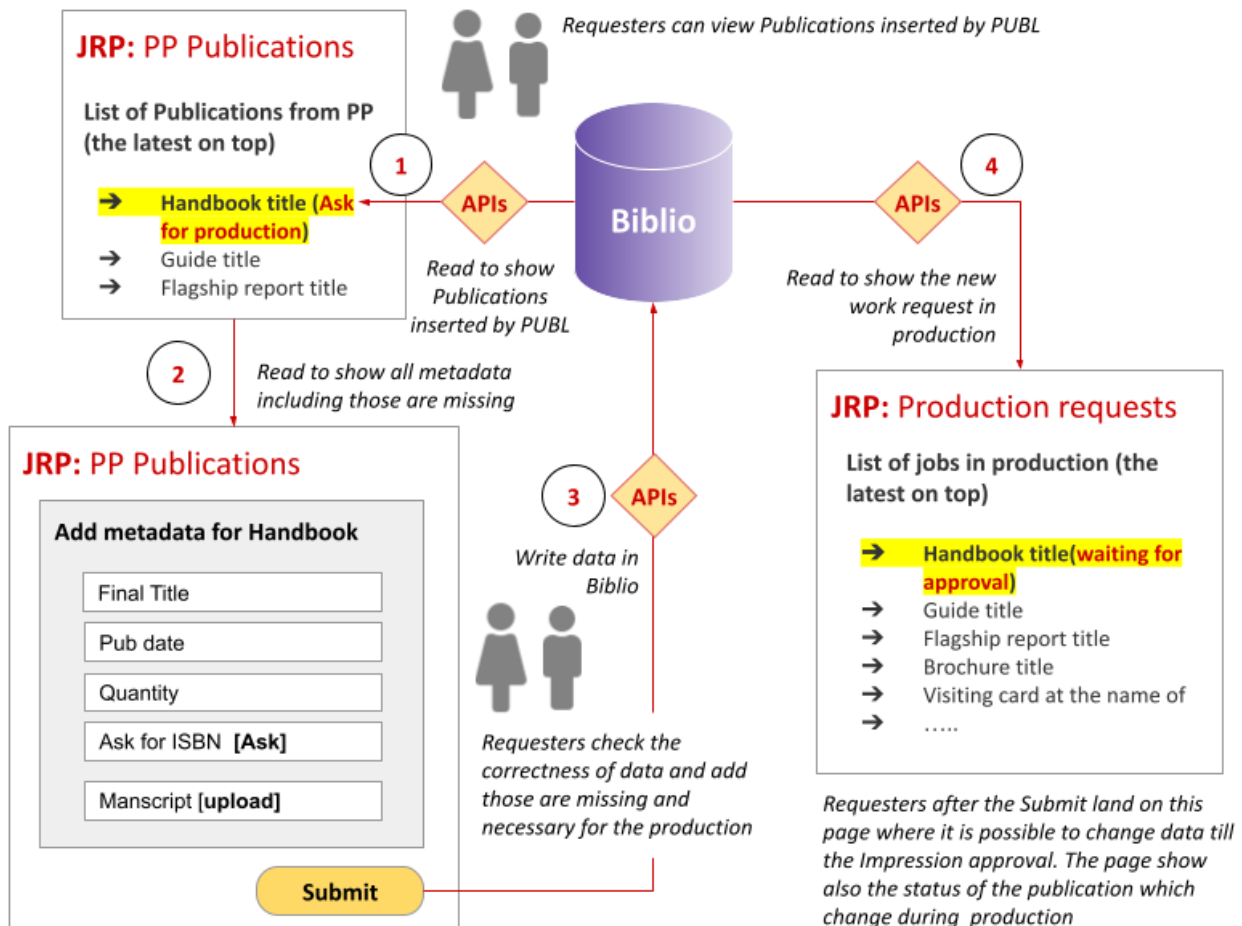
First inserted in Biblio (By PUBL or DESIGN) and then visible to the requester, with rights to insert more data, on the JRP)

In this case the requester doesn't insert the request in JRP because it was already inserted by PUBL instead of him. This case occurs because PUBL inserts in Biblio the Publication selecting it from a list of "desired" publications provided months before by the request through an Excel file as part of the Publishing Plan (PP) activity managed by PUBL.

The Publication in Biblio is viewable in JRP thanks to APIs.

So the UX starts from a ready-made list of Publications in JRP. The requester has to:

- 1) **Identify the product on a ready-made list of Publications**
 - a) Each time PP Publication is loaded in Biblio, an alert is visible in the JRP, most probably on the Dashboard home page with a messages helping/driving the user to proceed with the Publication, for example
 - i) asking to sk for the ISBN if it is required by that type of publication
 - ii) Asking for planning information, if not yet provided by the user: e.g. manuscript length, data of manuscrit providing, no. of images...
- 2) **Check the correctness of data and add those are missing and necessary for the production**
 - a) Final title (not necessarily it coincides with that provided months before during PP collection. We can plan to save the original one)
 - b) Final Pub date (not necessarily it coincides with that of PP collection)
 - c) Quantity
 - d) Manuscript
 - e) ISBN request, when needed
 - f) Draft cost calculation available, this data is not moved in Biblio
- 3) **Send the data to Biblio**
 - a) The PP Publication is moved to "Production requests" section
 - b) Some data can be changed till the impression approval

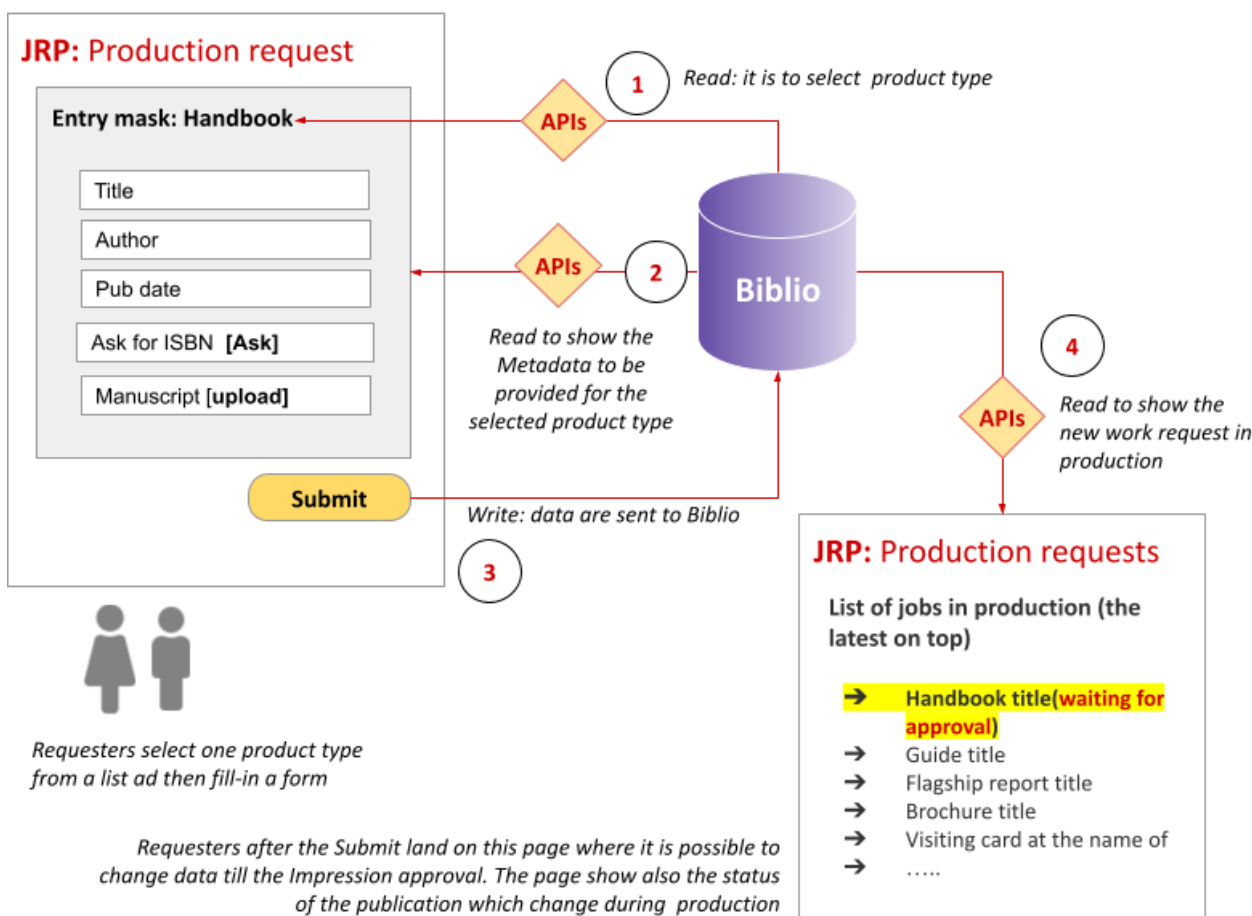


Directly inserted in the JRP by requester (ILO Unit)

The requester can insert a request for any type of product, regardless if the product requires the ISBN or not. In case the ISBN is required, this information is available on the entry mask. When the ISBN is required the requests cannot proceed until the ISBN is requested and assigned to the title by PUBL.

The requester has to:

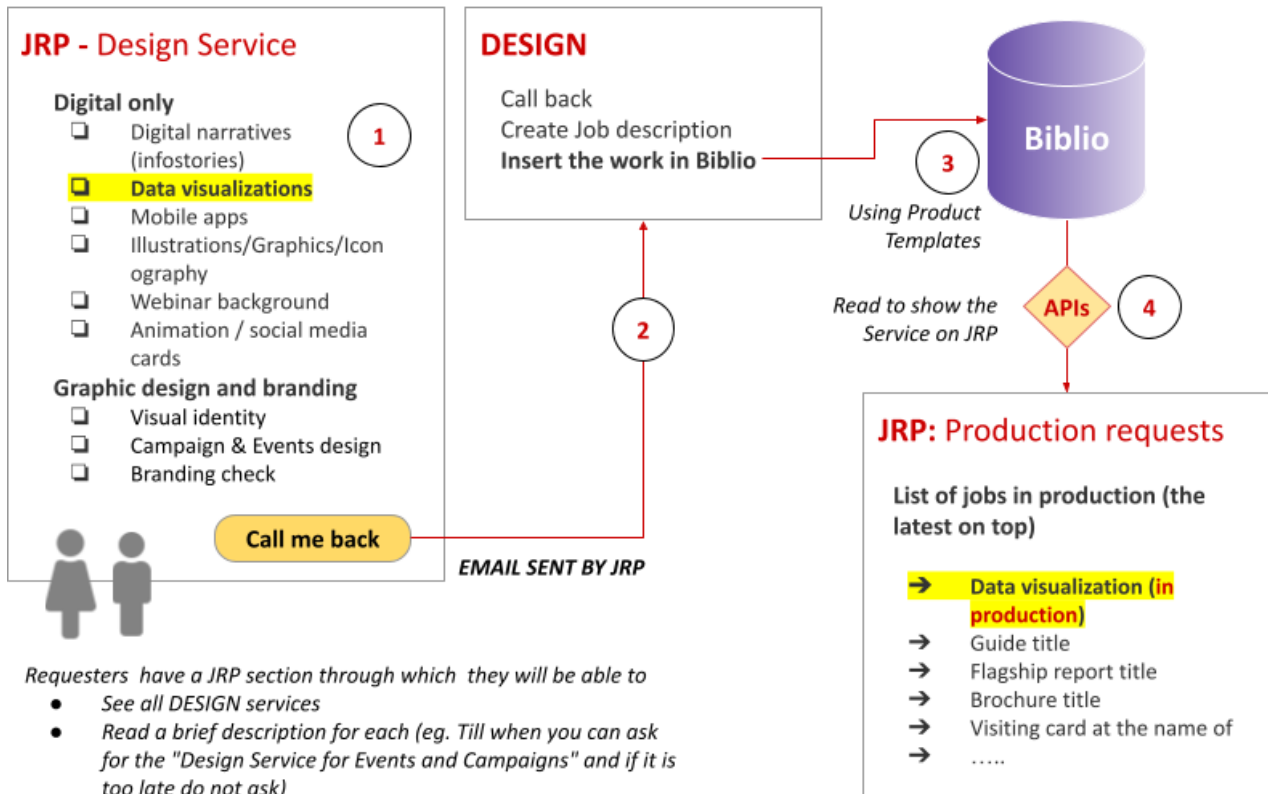
- 1) **Identify the product on a list of products** (the Product ID are the same in both JRP and Biblio)
- 2) **Fill-in an entry mask** (draft cost calculation ¹ available, this data is not moved in Biblio)
- 3) **Once ready the work request is sent to Biblio**
 - a) Biblio creates a work request by recalling a record in Biblio, the Product Template having preset metadata, duplicates it and merges with the data coming from JRP so creating a new work request.
 - b) **To be confirmed:** auto save of data even before the submit. What happens if the requester doesn't submit? The request not finalized must be saved (In Biblio, or in JRP ?) so the requester can open it again to complete the request in a second time
- 4) Once printed the Publication is moved in the section "Print archive"



¹ Draft cost calculation is only for Internal costs [as describe here](#)

3. Requests for DESIGN services - First inserted in Biblio and then visible on the JRP

Also in this case the request is loaded in Biblio by DESIGN first and then is visible (ONLY) on the JRP.



- Requesters have a JRP section through which they will be able to
- See all DESIGN services
 - Read a brief description for each (eg. Till when you can ask for the "Design Service for Events and Campaigns" and if it is too late do not ask)
 - Select one
 - Send a request to be called back by DESIGN for more information

Requesters land on this page where can follow the production.
It is not possible to change data

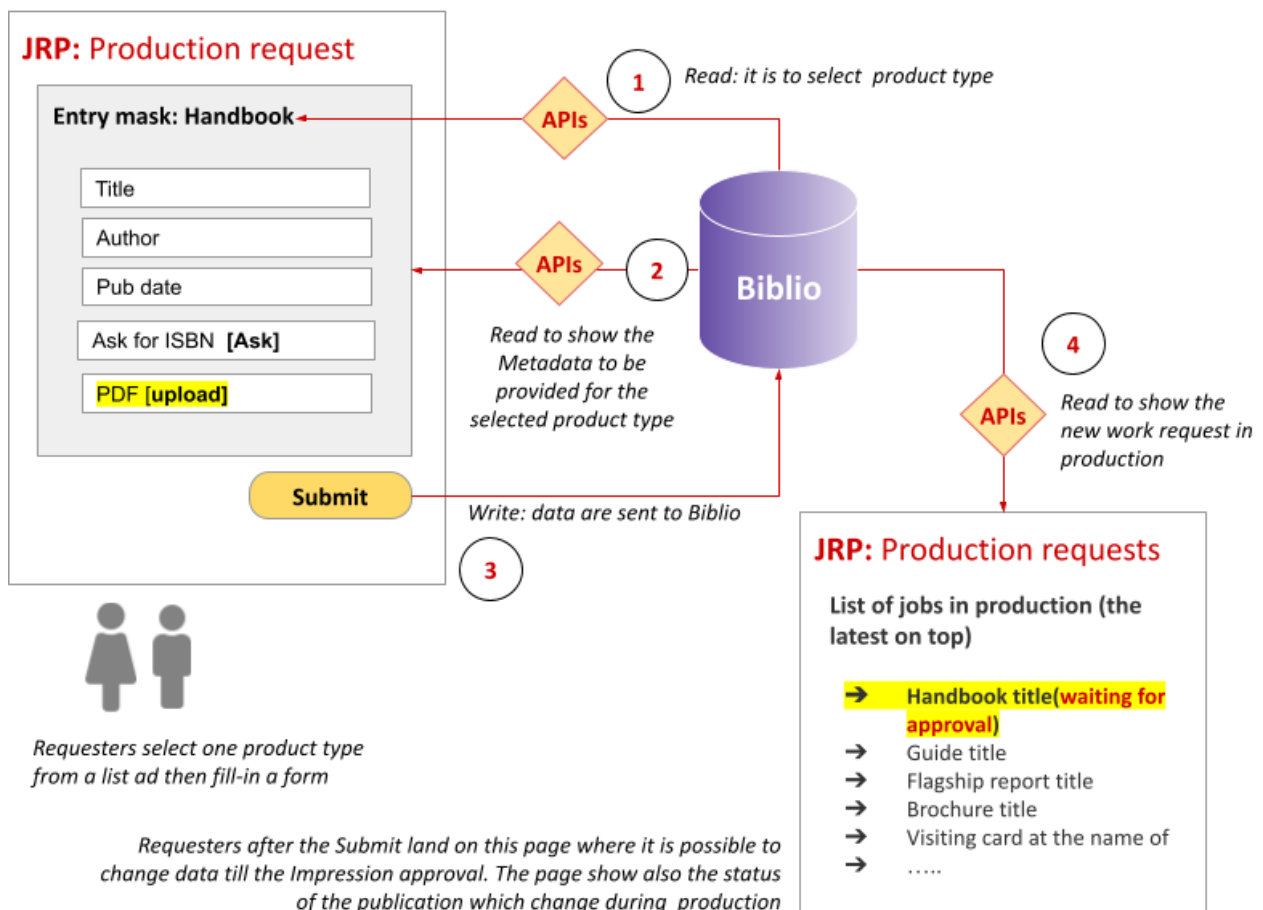
4. Print request: new PDF (with or without ISBN) - Directly inserted in the JRP

Note this process is the same one explained at page 8, the only difference is that the user upload a PDF ready for printing, the print is done by PMSERV (never externally)

The requester can insert a request for any type of product, regardless if the product requires the ISBN or not. In case the ISBN is required, this information is available on the entry mask. When the ISBN is required the requests cannot proceed until the ISBN is requested and assigned to the title by PUBL.

The requester has to:

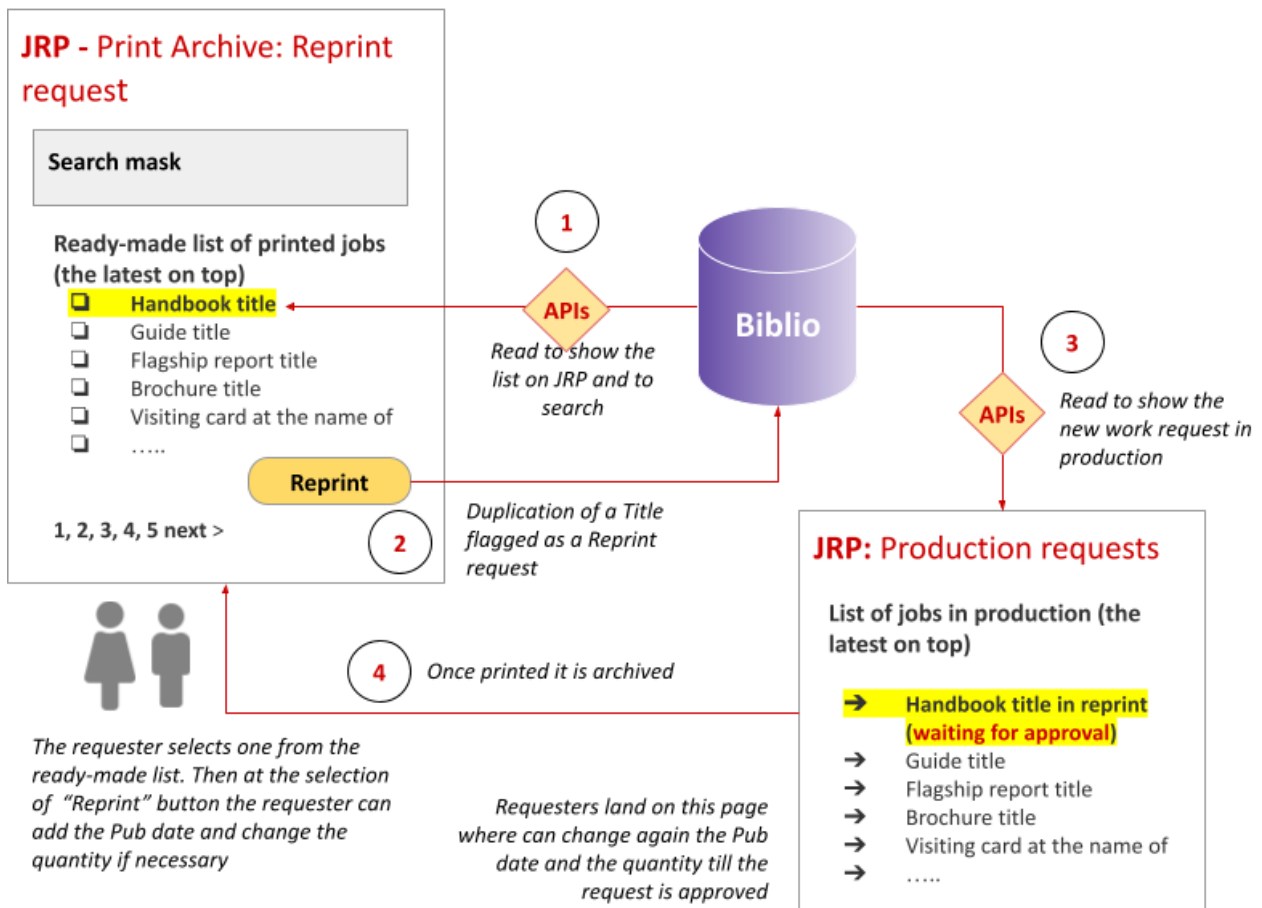
- 5) **Identify the product on a list of products** (the Product ID are the same in both JRP and Biblio)
- 6) **Fill-in an entry mask** (cost calculation available, this data is not moved in Biblio)
- 7) **Once ready the work request is sent to Biblio**
 - a) Biblio creates a work request by recalling a record in Biblio, the Product Template having preset metadata, duplicates it and merges with the data coming from JRP so creating a new work request.
 - b) **To be confirmed:** auto save of data even before the submit. What happens if the requester doesn't submit? The request not finalized must be saved (In Biblio, or in JRP ?) so the requester can open it again to complete the request in a second time
- 8) Once printed the Publication is moved in the section "Print archive"




5. Print request: existing PDF

The reprint process concern records already residing in Biblio and already printed - The record must be manipulated by the requester in order to

- 1) **Retrieve it**
 - a) A search mask is available, to search inside the collection of printed archived publication of a given Department
 - b) Along with a ready made list (with pagination), to facilitate the approach to requester
- 2) **Duplicate it** flagging it as the same time as "Reprint request"
- 3) **Change of pub date and quantity** (cost calculation available, this data is not moved in Biblio)
- 4) It will become a new work request and as such shown on JRP Production requests dashboard
- 5) Once printed the Publication is moved in the section "Print archive"



1. Home page

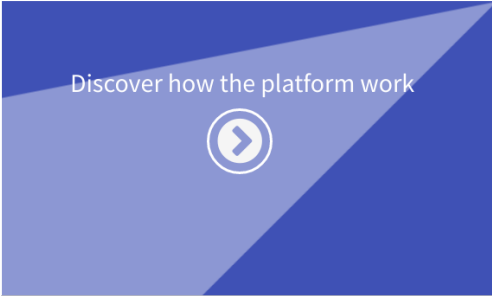


International Labour Organization

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Home Request of publishing services In Planning in production and completed

Home page



Discover how the platform work

Joint Request Platform (JRP)

We provide Publishing Service to ILO units at HQ

- > **Full service** to support from manuscript to copy editing, Design, Layout Typesetting, Proof-reading and print
- > **Design service** to help ILO Unit to apply correctly the ILO visual identity standards as well as to support for Events and Campaigns
- > **Print direct service**, available to ILO units to print their own PDF file
- > **Reprint service**, to reprint the publication on demand

News

Request inserted by PUBL or DESIGN

- Standards for Universal Social Protection
- Portability of social protection benefits for migrant workers (title TBC)

Modifications requested for

- Standards for Universal Social Protection
- Portability of social protection benefits for migrant workers (title TBC)

Rejection of a request

- ILO/PIA (Poverty Impact Assessment) User Manual

ISBN number created and assigned

- Portability of social protection benefits for migrant workers (title TBC)
- Social protection and climate change
- ILO/PIA (Poverty Impact Assessment) User Manual

Budget Proposal ready for approval

- Social protection and climate change

Ask for production


- ILO/PIA (Poverty Impact Assessment) User Manual
- Portability of social protection benefits for migrant workers (title TBC)

Title in delivery

- ILO/PIA (Poverty Impact Assessment) User Manual
- Portability of social protection benefits for migrant workers (title TBC)

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1. Home page: menu 1



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Home

Request of publishing services

In Planning in production and completed

Full service

- Book, papers, brief and other
- Promotional materials
- Periodicals
- Meeting document

Design service

- Digital only products
- Graphic Design and branding

Print service

- Add a new PDF
- Use a PDF already printed

GN

Protection benefits for migrant workers (title TBC)

Joint Request Platform (JRP)

We provide Publishing Service to ILO units at HQ

- > **Full service** to support from manuscript to copy editing, Design, Layout Typesetting, Proof-reading and print
- > **Design service** to help ILO Unit to apply correctly the ILO visual identity standards as well as to support for Events and Campaigns
- > **Print direct service**, available to ILO units to print their own PDF file
- > **Reprint service**, to reprint the publication on demand

Modifications requested for

- Standards for Universal Social Protection
- Portability of social protection benefits for migrant workers (title TBC)

Rejection of a request

- ILO/PIA (Poverty Impact Assessment) User Manual

ISBN number created and assigned

- Portability of social protection benefits for migrant workers (title TBC)
- Social protection and climate change
- ILO/PIA (Poverty Impact Assessment) User Manual

Budget Proposal ready for approval

- Social protection and climate change


Ask for production

- ILO/PIA (Poverty Impact Assessment) User Manual
- Portability of social protection benefits for migrant workers (title TBC)

Title in delivery

- ILO/PIA (Poverty Impact Assessment) User Manual
- Portability of social protection benefits for migrant workers (title TBC)

1. Home page: menu 2



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Home Request of publishing services ▾

In planning in production and completed

- All requests
- Requests in planning
- Requests in production
- Requests completed
- Cost estimates
- Real production costs

Home page

Discover how the

Joint Request Platform (JRP)

We provide Publishing Service to ILO units at HQ

- > **Full service** to support from manuscript to copy editing, Design, Layout Typesetting, Proof-reading and print
- > **Design service** to help ILO Unit to apply correctly the ILO visual identity standards as well as to support for Events and Campaigns
- > **Print direct service**, available to ILO units to print their own PDF file
- > **Reprint service**, to reprint the publication on demand

News

Request inserted by PUBL or DESIGN

- Standards for Universal Social Protection
- Portability of social protection benefits for migrant workers (title TBC)

Modifications requested for

- Standards for Universal Social Protection
- Portability of social protection benefits for migrant workers (title TBC)

Rejection of a request

- ILO/PIA (Poverty Impact Assessment) User Manual

ISBN number created and assigned

- Portability of social protection benefits for migrant workers (title TBC)
- Social protection and climate change
- ILO/PIA (Poverty Impact Assessment) User Manual

Budget Proposal ready for approval

- Social protection and climate change

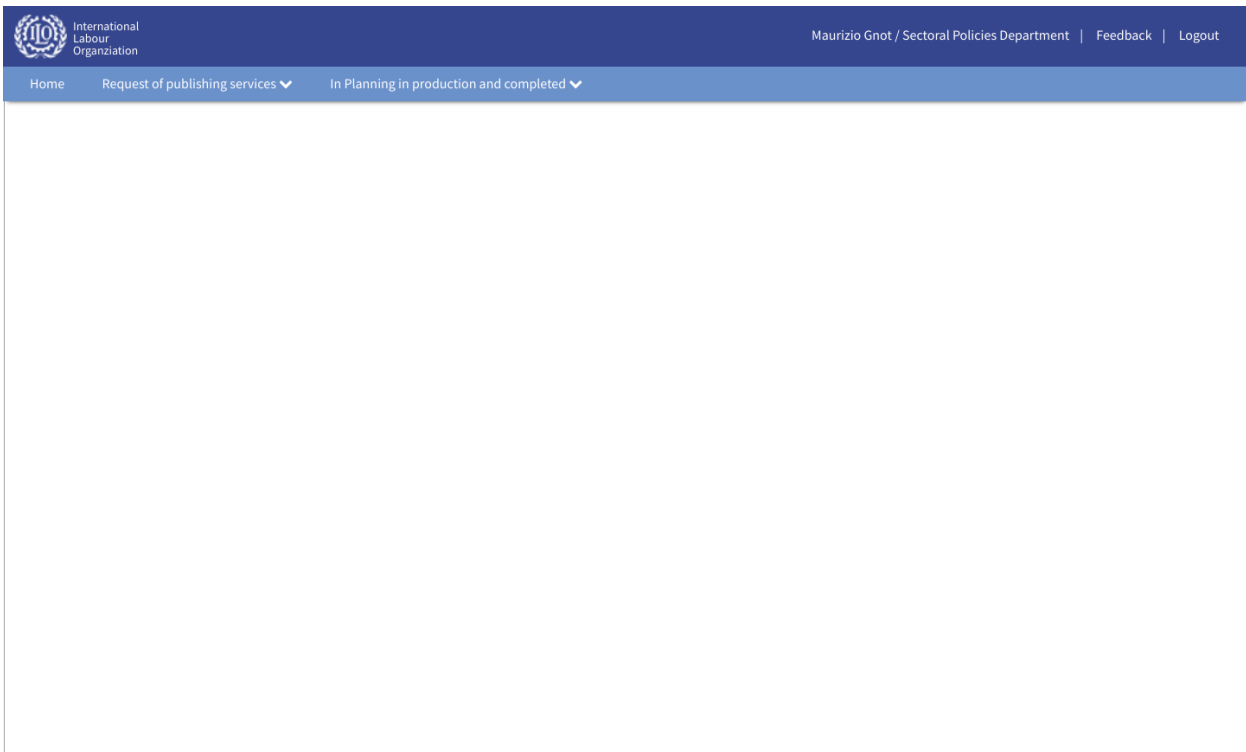
Ask for production

- ILO/PIA (Poverty Impact Assessment) User Manual
- Portability of social protection benefits for migrant workers (title TBC)

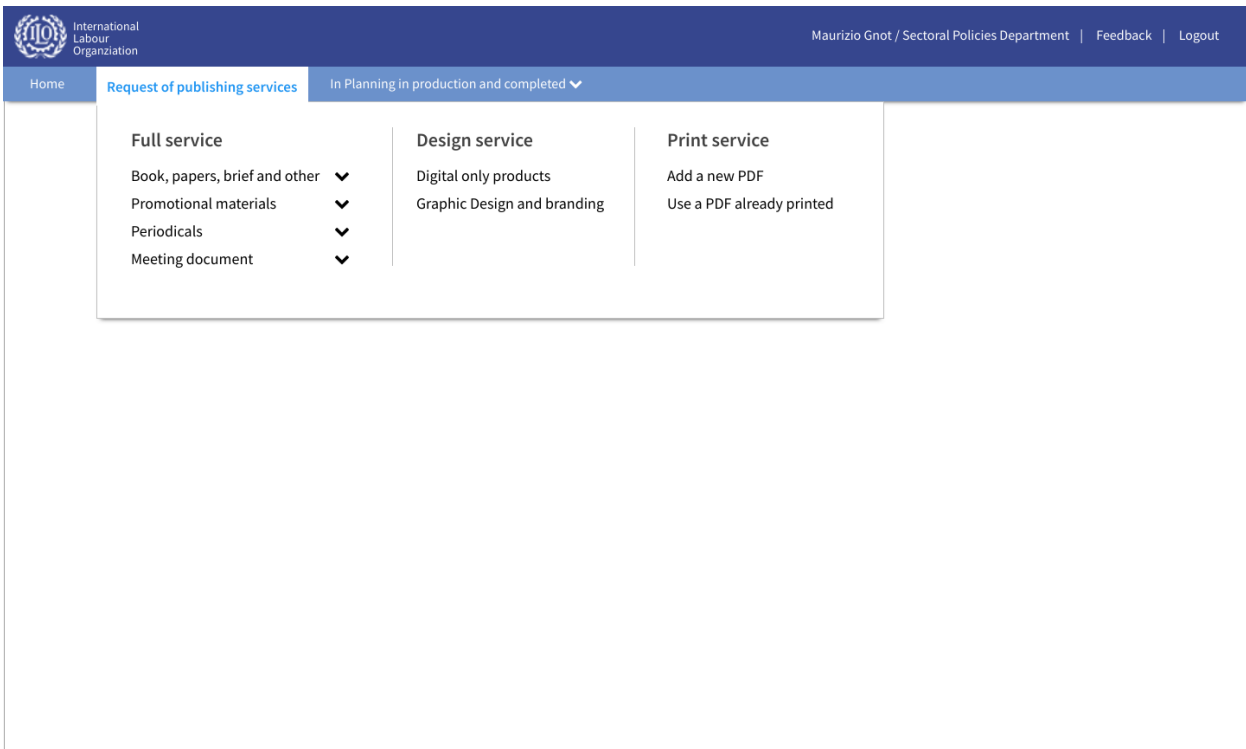
Title in delivery

- ILO/PIA (Poverty Impact Assessment) User Manual
- Portability of social protection benefits for migrant workers (title TBC)

Main menu bar



Mega drop-down menu opened



Mega drop-down menu with category opened 1

The screenshot shows a website header with the International Labour Organization logo and navigation links. Below the header, a mega drop-down menu is displayed with three columns: 'Full service', 'Design service', and 'Print service'. The 'Full service' column is expanded to show a list of categories, with 'Book, papers, brief and other' selected and expanded to show a list of document types.

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Home | Request of publishing services | In Planning in production and completed

Full service

- Book, papers, brief and other **▲**
 - Code of practice
 - Guide
 - Guidelines
 - Handbook
 - Report
 - Working paper
 - Background
 - Discussion paper
 - Generic brief
 - Policy brief
 - Research brief
 - Statistical brief
- Promotional materials ▼
- Periodicals ▼
- Meeting document ▼

Design service

- Digital only products
- Graphic Design and branding

Print service

- Add a new PDF
- Use a PDF already printed

Mega drop-down menu with category opened 2

The screenshot shows the same website header and navigation as the first image. The mega drop-down menu is expanded to show a different category, 'Promotional materials', which is selected and expanded to show a list of document types.

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Home | Request of publishing services | In Planning in production and completed

Full service

- Book, papers, brief and other ▼
- Promotional materials **▲**
 - Flyer
 - Brochure
 - Poster
 - Banner/ roll up
 - Newsletter
 - Visit card → Direct print service
 - Stationery → Direct print service
 - Invitation
 - Certificates
 - Flags
 - Bloc notes
 - Pen
 - USB key
 - Mug
 - Lanyards
 - Badge
 - Other
- Periodicals ▼
- Meeting document ▼

Design service

- Digital only products
- Graphic Design and branding

Print service

- Add a new PDF
- Use a PDF already printed

Menu in planning and production

International Labour Organization

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Home Request of publishing services ▼ In planning in production and completed

- All requests
- Requests in planning
- Requests in production
- Requests completed
- Cost estimates
- Real production costs

Menu for PMSERV

International Labour Organization

Chenut Mathieu / PRODOC | Feedback | Logout

Home Admin ▼ Print requests (PMSERV)

Requests in planning: title expanded, landing page

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Home Request of publishing services In planning and production

Requests in planning

All requests Requests in planning Requests in production Cost estimates Real production costs

The page by default shows the last inserted request on top of the list with all records visible

[Expand all](#) | [Download Excel](#)

Title	ID	Manuscript	Language	Editon	Expect. delivery	Actual delivery	ISBN	Status & Action
Working paper Standards for Universal Social Protection <i>Responsible: Lee Adam - EN, FR, ES</i>	12456		EN	Print, PDF	24 Apr 2022			Add production data >
	54789		FR	Print, PDF	30 Jun 2022			Add production data >
	22355		ES	Print, PDF	24 Apr 2022			Add production data >
Handbook Role of social dialogue in the design, financing and implementation of SP & performance <i>Responsible: Lee Adam - EN</i>								Pending requests: EN ↓
Brief Portability of social protection benefits for migrant workers (title TBC) <i>Responsible: Lee Adam - EN, FR, ES, RU</i>								Pending requests: FR, ES ↓
Guide Social protection and climate change <i>Responsible: Lee Adam - EN, FR</i>								Pending requests: ES ↓
Working paper ILO/PIA (Poverty Impact Assessment) User Manual <i>Responsible: Lee Adam - EN</i>								Pending requests: EN ↓
Report Social protection and just transition <i>Responsible: Lee Adam - EN</i>								↓

Requests in planning: title expanded 1

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Home |
 Request of publishing services ▾ |
 In planning and production ▾

Requests in planning

All requests
 Requests in planning
 Requests in production
 Cost estimates
 Real production costs

Requests are in planning in case of more languages and editions planned, as well as one language and one edition

Title

[Expand all](#) | [Download Excel](#)

	ID	Manuscript	Language	Edition	Expect. delivery	Actual delivery	ISBN	Status & Action
Working paper Standards for Universal Social Protection <i>Responsible: Lee Adam - EN, FR, ES</i>	12456		EN	Print, PDF	24 Apr 2022	18 Jun 2022	124567891234 145879556666	<div style="border: 1px solid green; background-color: #e0f0e0; padding: 2px; display: inline-block; font-size: 0.7em;">Ask for production ></div>
	54789		FR	Print, PDF	30 Jun 2022			<div style="border: 1px solid red; background-color: #ffe0e0; padding: 2px; display: inline-block; font-size: 0.7em;">Waiting for quotation</div>
	22355		ES	Print, PDF	24 Apr 2022	18 Jun 2022		<div style="border: 1px solid orange; background-color: #fff9c4; padding: 2px; display: inline-block; font-size: 0.7em;">Ask for ISBN ></div>
Handbook Role of social dialogue in the design, financing and implementation of SP & performance <i>Responsible: Lee Adam - EN</i>								Pending requests: ES ⌵
Brief Portability of social protection benefits for migrant workers (title TBC) <i>Responsible: Lee Adam - EN, FR, ES, RU</i>								Pending requests: ES, FR, RU ⌵
Guide Social protection and climate change <i>Responsible: Lee Adam - EN, FR</i>								Pending requests: FR ⌵
Working paper ILO/PIA (Poverty Impact Assessment) User Manual <i>Responsible: Lee Adam - EN</i>								Pending requests: EN ⌵
Report Social protection and just transition <i>Responsible: Lee Adam - EN</i>								Pending requests: EN ⌵


The request has different status/actions
 - Add production data
 - Ask for ISBN
 - Waiting for ISBN
 - Waiting for quotation
 - Ask for production

Buttons leads in the middle of the entry mask page in correspondence with the action required

Functionality "Ask for ISBN" is available only after PPM set the delivery date (pub date) and the Manuscript added (Even in draft)

During planning PPM sets the actual delivery date (confirming or changing the Expect. delivery)

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Requests in planning


All requests Requests in planning Requests in production Cost estimates Real production costs

Actions Go

Title	Expand all	Download Excel
<p>Handbook Standards for Universal Social Protection <i>Responsible: Lee Adam - EN, FR, ES</i></p>	Pending requests: FR, ES	⌵
<p>Handbook Role of social dialogue in the design, financing and implementation of SP & performance <i>Responsible: Lee Adam - EN</i></p>	Ready for production	⌵
<p>Brief Portability of social protection benefits for migrant workers (title TBC) <i>Responsible: Lee Adam - EN, FR</i></p>	Ready for production	⌵
<p>Guide Social protection and climate change <i>Responsible: Lee Adam - EN, FR, ES, RU</i></p>	Pending requests: ES, FR, RU	⌵
<p>Working paper ILO/PIA (Poverty Impact Assessment) User Manual <i>Responsible: Lee Adam - EN</i></p>	Pending requests: EN	⌵
<p>Report Social protection and just transition <i>Responsible: Lee Adam - EN</i></p>	Pending requests: EN	⌵

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Handbook		Pending requests: FR, ES ↓
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Handbook		Ready for production ↓
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Brief		Ready for production ↓
Portability of social protection benefits for migrant workers (title TBC) <i>Responsible: Lee Adam - EN, FR</i>		
Guide		Pending requests: ES, FR, RU ↓
Social protection and climate change <i>Responsible: Lee Adam - EN, FR, ES, RU</i>		
Working paper		Pending requests: EN ↓
ILO/PIA (Poverty Impact Assessment) User Manual <i>Responsible: Lee Adam - EN</i>		
Report		Pending requests: EN ↓
Social protection and just transition <i>Responsible: Lee Adam - EN</i>		

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Requests in production

All requests Requests in planning Requests in production Cost estimates Real production costs

Title Group by status | Download Excel

Working paper

Standards for Universal Social Protection In Design
ISBN: 121245668 - Responsible: Lee Adam - EN - **Delivery date: 12 May 2022**

Handbook

Role of social dialogue in the design, financing and implementation of SP & performance In Proof-reading
ISBN: 12456899 - Responsible: Lee Adam - EN - **Delivery date: 8 May 2022 (modified)**

Brief

Portabilité des prestations de protection sociale pour les travailleurs migrants (titre à confirmer) In printing
Responsible: Lee Adam - FR - **Delivery date: 20 Apr 2022**

Guide

Protección social y cambio climático Print Web Ready for delivery
ISBN: 12456899 - Responsible: Lee Adam - ES - **Printed: 5 Apr 2022**

Discussion paper

ILO/PIA (Poverty Impact Assessment) User Manual Print Web Ready for delivery
Responsible: Lee Adam - EN - **Delivery : 5 Apr 2022**

Report

Social protection and just transition In Design
ISBN: 12456899 - Responsible: Lee Adam - EN - **Delivery date: 5 Apr 2022**

Request in production cannot be modified (Impression approved in Biblio). A page to show details is available

Once delivered (and marked as such in Biblio by PMSERV) the request goes in the Archive

Status
- In Design
- In Layout
- In Typesetting
- in Proof-reading
- In printing
- Ready for delivery

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Bibliographic data

HQ Department Sectoral Policies Department

ILO official in charge of publication * Maurizio Gnot

Requester [Lee Adam](#)


Product type Handbook

Title of product * **Standards for Universal Social Protection**

ISBN 1234647888

Language* English

First print: 12 May 2020

File to print  Print

Production data

Preferred delivery date* 12 May 2022

Actual delivery date* 12 May 2022

No of PDF pages 240

No. of printed copies * 300

Approval

Requesting Unit* Sectoral Policies Department

Approved by* [Adam Lee](#)

Approval email* [View email](#)

Approval date 10 May 2022

Expenditure data foreseen

Source of budget * Regular Budget Technical cooperation project

Cost as from PO **1.800 CHF** *Cost may vary in production*

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Cost estimates

All requests Requests in planning Requests in production Cost estimates Real production costs

Title	Expand all	Download Excel
Handbook Standards for Universal Social Protection <i>Responsible: Lee Adam - EN, FR, ES</i>	Self-calculate cost estimation	EN: 2.500 CHF FR: 2.500 CHF ES: 2.500 CHF
Handbook Role of social dialogue in the design, financing and implementation of SP & performance/sustainability pension <i>Responsible: Lee Adam - EN</i>		EN: 2.500 CHF
Brief Portability of social protection benefits for migrant workers (title TBC) <i>Responsible: Lee Adam - EN</i>	Self-calculate cost estimation	EN: 2.500 CHF
Guide Social protection and climate change <i>Responsible: Lee Adam - EN</i>	Self-calculate cost estimation	EN: 2.500 CHF
Working paper ILO/PIA (Poverty Impact Assessment) User Manual <i>Responsible: Lee Adam - EN</i>		EN: 2.500 CHF
Report Social protection and just transition <i>Responsible: Lee Adam - EN, FR, ES</i>		EN: 2.500 CHF FR: 2.500 CHF ES: 2.500 CHF
		Total 35.000 CHF

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Real production costs

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[Title](#) Download Excel 2022

Working paper

Standards for Universal Social Protection 120 pages - 150 copies = **2.500** CHF

ISBN: 121245668 - Responsible: Lee Adam - EN - Delivered date: 12 May 2022

Handbook

Role of social dialogue in the design, financing and implementation of SP & performance 120 pages - 150 copies = **1.500** CHF

ISBN: 12456899 - Responsible: Lee Adam - EN - Delivered: 8 May 2022 (modified)

Brief

Portabilité des prestations de protection sociale pour les travailleurs migrants (titre à confirmer) 120 pages - 150 copies = **4.000** CHF

Responsible: Lee Adam - FR - Delivered: 20 Apr 2022

Guide

Protección social y cambio climático 120 pages - 150 copies = **2.000** CHF

ISBN: 12456899 - Responsible: Lee Adam - ES - Delivered: 5 Apr 2022

Discussion paper


ILO/PIA (Poverty Impact Assessment) User Manual 120 pages - 150 copies = **1.000** CHF

Responsible: Lee Adam - EN - Delivered : 5 Apr 2022

Report

Social protection and just transition 120 pages - 150 copies = **4.000** CHF

ISBN: 12456899 - Responsible: Lee Adam - EN - Delivered: 5 Apr 2022

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Bibliographic data

HQ Department Sectoral Policies Department

*ILO official in charge of publication ** [Maurizio Gnot](#)

Requester [Lee Adam](#)


Product type Handbook

*Title of product ** **Standards for Universal Social Protection**

ISBN 1234647888

*Language** English

First print: 12 May 2020

File to print  [Print](#)

Production data

*Preferred delivery date** 12 May 2022

*Actual delivery date** 12 May 2022

No of PDF pages 240

*No. of printed copies ** 300

Approval

*Requesting Unit** Sectoral Policies Department

*Approved by** [Adam Lee](#)

*Approval email** [View email](#)

Approval date 10 May 2022

Expenditure data foreseen

*Source of budget ** Regular Budget Technical cooperation project

Cost as from PO **1.800 CHF** *Cost may vary in production*

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1a. Entry mask for PP publications - Record already Inserted by PUBL

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Record already inserted by PUBL from Publishing Plan

Bibliographic data

HQ Department Sectoral Policies Department

*ILO official in charge of publication ** Maurizio Gnot

Product type Handbook

*Title of product **

Subtitle (if applicable)

*Language** English

Other language planned [French - Spanish](#)

Production data

Digital products associated

Editions Print, PDF

*Preferred delivery date**

*Actual delivery date** 12 May 2022 *(this date might be changed by PUBL or PPM)*

Manuscript

OR Planned date of sending final manuscript

ISBN ISBN request available for all editions only when the manuscript is loaded

Real no. of printed copies *Up to 300*

Digital products associated ONLY for Major and Flagship reports

Edition preset on Product Templates

ISBN request available only when the manuscript is loaded

No. of copies is editable only after having inserted the manuscript file

Approval

*Requesting Unit**

*Approved by**

*Approval email**

This box is not visible till the final manuscript is loaded and the ISBN assigned

Data for estimation

*Source of budget ** Regular Budget Technical cooperation project

Average cost for this type of product **2.000 CHF**
245 pages, 100 copies Production of diagrams and figures (up to 50), Design and typesetting included - [Sample publication](#)

Or Self-calculated cost estimation

Approx. No. of characters or pages

Approx. No. of printed copies

Approx. Diagrams and figures

1.800 CHF

"send" button not selectable, because the request is in planning. "send" button appears only once uploaded the Final version of the manuscript (including ISBNs)

1a1. duplicates

Lo

The screenshot shows the ILO publishing request form with a modal dialog titled "Duplication". The dialog contains the following text:

Duplication [Close]

Confirm duplication and link


A new request is going to be created for the product type **Handbook in EN**

Link this new request as language version

The background form is partially visible and includes the following sections:

- Full publishing service**
- Bibliographic data**: Subtitle (if applicable) "Here is a subtitle invented", Language* "English", Other language planned "French - Spanish".
- Production data**: Digital products associated "Choose one or more", Editions "Print, PDF", Preferred delivery date* "12 May 2022*", Actual delivery date* "12 May 2022 (this date might be changed by PUBL or PPM)", Manuscript "Upload" button, Status of manuscript dropdown, OR Planned date of sending final manuscript "DD/MM/YYYY", ISBN "ISBN request available for all editions only when the manuscript is loaded", Real no. of printed copies "Up to 300".
- Approval**: Requesting Unit* "Sectoral Policies Department", Approved by* "Choose*", Approval email* "Upload" button.
- Data for estimation**: Source of budget* Regular Budget Technical cooperation project, Average cost for this type of product **2,000 CHF**, 245 pages, 100 copies Production of diagrams and figures (up to 50), Design and typesetting included - [Sample publication](#).
- Or Self-calculated cost estimation**

1b. Entry mask for New PP publications - Record inserted by ILO Units



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Home
Request of publishing services
In planning and production ▾

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Fields with * are mandatory Duplicate | Download as Excel

Bibliographic data

HQ Department Sectoral Policies Department

ILO official in charge of publication * Maurizio Gnot

Product type Working paper

Title of product *

Subtitle (if applicable)

Language* Choose one ▾

Other language planned Choose one or more ▾

Create one record per language

Production data

Editions Choose one or more ▾

Create one record per edition

Preferred delivery date* 12 May 2022* ▾

Actual delivery date* 12 May 2022 (this date might be changed by PPM)

Manuscript *Can be inserted after the creation of this request, but not later than 12 April*

ISBN *ISBN request available for all editions only when the manuscript is loaded*

Real no. of printed copies *Up to 300*

Data for estimation

Source of budget * Regular Budget Technical cooperation project

Average cost for this type of product **2.000 CHF**

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Approx. No. of characters or pages No. of characters with space No of pages

Approx. No. printed of copies No of copies

Approx. Diagrams and figures No.

NEW REQUIREMENT
 In Manuscript: "Not later than..." requires to transfer the Preferred delivery date in real time in Biblio, then in Biblio the scheduling functionality can calculate the date which is transferred to JRP

Editions ONLY in case of Working papers
 - Print
 - PDF
 - epub
 - mobi
 - HTML

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ISBN request available only when the manuscript is loaded

No. of copies is NOT editable BECAUSE NOT inserted the manuscript file

I can add a comments box at end of production data

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1b1. Alert for records creation

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Home Request of publishing services

Creation of multiple records

Multiple records

One record per language is going to be created, and also one per record per edition - [More information >](#)

Confirm: Yes (suggested) No

Cancel Ok

Subtitle (if applicable)

Language* Choose one

Other editions/language planned Choose one or more

Create one record per language

Production data

Editions Choose one or more

Create one record per edition

Preferred delivery date* 12 May 2022*

Actual delivery date* 12 May 2022 (this date can be changed by PPM)

No. of characters or pages of Manuscript No. of characters with space No. of pages

Quantity

Manuscript File type Upload

ISBN Request ISBN to PUBL

Cost estimate

Average cost for this type of product 2.000 CHF - [Sample publication](#)

245 pages
100 copies
Production of diagrams and figures (up to 50)
Design and typesetting included

Or calculate your real estimate

No. of characters or pages No. of characters with space No. of pages


No. of copies No. of copies

Diagrams and figures No.

Calculate 1.800 CHF

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Requests in planning: landing page

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In planning and production

Requests in planning

All requests
 Requests in planning
 Requests in production
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Title Expand all | Download Excel

	ID	Manuscript	Language	Edition	Expect. delivery	Actual delivery	ISBN	Status & Action
Working paper Standards for Universal Social Protection <i>Responsible: Lee Adam - EN, FR, ES</i>	12456		EN	Print, PDF	24 Apr 2022			Add production data >
	54789		FR	Print, PDF	30 Jun 2022			Add production data >
	22355		ES	Print, PDF	24 Apr 2022			Add production data >
Handbook Role of social dialogue in the design, financing and implementation of SP & performance/sustainability pension <i>Responsible: Lee Adam - EN</i>								⬇
Brief Portability of social protection benefits for migrant workers (title TBC) <i>Responsible: Lee Adam - EN, FR, ES, RU</i>								⬇
Guide Social protection and climate change <i>Responsible: Lee Adam - EN, FR</i>								⬇
Working paper ILO/PIA (Poverty Impact Assessment) User Manual <i>Responsible: Lee Adam - EN</i>								⬇
Report Social protection and just transition <i>Responsible: Lee Adam - EN</i>								⬇

1b2. Add production data

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Bibliographic data

HQ Department Sectoral Policies Department

ILO official in charge of publication * Maurizio Gnot

Product type Working paper

Title of product * Standards for Universal Social Protection

Subtitle (if applicable) Here is a subtitle invented

Language* English

Other language planned [French - Spanish](#)

Production data

Editions Print, PDF

Preferred delivery date* 12 May 2022*

Actual delivery date* 12 May 2022 (this date might be changed by PUBL or PPM)

Manuscript Upload Status of manuscript

OR Planned date of sending final manuscript DD/MM/YYYY but not later than 12 April 2022

ISBN ISBN request available for all editions only when the manuscript is loaded

Real no. of printed copies Up to 300

Data for estimation

Source of budget * Regular Budget Technical cooperation project

Average cost for this type of product **2,000 CHF**
245 pages, 100 copies Production of diagrams and figures (up to 50), Design and typesetting included - [Sample publication](#)

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Status of the Manuscript
- Copy edited
- Draft
- Final

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1b3. Add production data: manuscript upload

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Bibliographic data

HQ Department: Sectoral Policies Department

ILO official in charge of publication*: Maurizio Gnot

Product type: Working paper

Title of product*: Standards for Universal Social Protection

Subtitle (if applicable): Here is a subtitle invented

Language*: English

Other language planned: [French - Spanish](#)

Production data

Editions:

Preferred delivery date*:

Actual delivery date*: 12 May 2022 (this date might be changed by PUBL or PPM)

Manuscript: * but not later than 12 April 2022

- File name 1
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ISBN: [Request ISBN to PUBL for all editions](#)

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Please indicate the name of the person submitting this form. If the reply needs to be sent to other officials, please add email address(es) under section no. 4.

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Approx. No. of copies No of copies

Approx. Diagrams and figures No.

1.800 CHF

1b3. Add production data: ISBN requested

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Bibliographic data

HQ Department Sectoral Policies Department

ILO official in charge of publication * Maurizio Gnot

Product type Working paper

Title of product * Standards for Universal Social Protection

Subtitle (if applicable) Here is a subtitle invented

Language* English

Other language planned [French - Spanish](#)

Production data

Editions Print, PDF

Preferred delivery date* 12 May 2022*

Actual delivery date* 12 May 2022 (this date might be changed by PUBL or PPM)

Manuscript Upload or modify Draft * but not later than 12 April 2022

- File name 1
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- File name 3

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Title

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Working paper Standards for Universal Social Protection <i>Responsible: Lee Adam - EN, FR, ES</i>	12456		EN	Print, PDF	24 Apr 2022			Add production data >
	54789		FR	Print, PDF	30 Jun 2022			Add production data >
	22355		ES	Print, PDF	24 Apr 2022		Waiting for ISBN	Waiting for Bugt. proposal
Handbook Role of social dialogue in the design, financing and implementation of SP & performance/sustainability pension <i>Responsible: Lee Adam - EN</i>								⌵
Brief Portability of social protection benefits for migrant workers (title TBC) <i>Responsible: Lee Adam - EN, FR, ES, RU</i>								⌵
Guide Social protection and climate change <i>Responsible: Lee Adam - EN, FR</i>								⌵
Working paper ILO/PIA (Poverty Impact Assessment) User Manual <i>Responsible: Lee Adam - EN</i>								⌵
Report Social protection and just transition <i>Responsible: Lee Adam - EN</i>								⌵

Requests in planning: Approve quotation

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Requests in planning

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Title
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	ID	Manuscript	Language	Edition	Expect. delivery	Actual delivery	ISBN	Status & Action
Working paper Standards for Universal Social Protection <i>Responsible: Lee Adam - EN, FR, ES</i>	12456		EN	Print, PDF	24 Apr 2022			Add production data >
	54789		FR	Print, PDF	30 Jun 2022			Ask for ISBN >
	22355		ES	Print, PDF	24 Apr 2022	18 Jun 2022	124567891234 145879556666	Approve quotation >
Handbook Role of social dialogue in the design, financing and implementation of SP & performance/sustainability pension <i>Responsible: Lee Adam - EN</i>								⌵
Brief Portability of social protection benefits for migrant workers (title TBC) <i>Responsible: Lee Adam - EN, FR, ES, RU</i>								⌵
Guide Social protection and climate change <i>Responsible: Lee Adam - EN, FR</i>								⌵
Working paper ILO/PIA (Poverty Impact Assessment) User Manual <i>Responsible: Lee Adam - EN</i>								⌵
Report Social protection and just transition <i>Responsible: Lee Adam - EN</i>								⌵

1b5. Approve quotation

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Bibliographic data

HQ Department Sectoral Policies Department

ILO official in charge of publication * Maurizio Gnot

Product type Working paper

Title of product * Standards for Universal Social Protection

Subtitle (if applicable) Here is a subtitle invented

Language* English

Other language planned [French - Spanish](#)

Production data

Editions Print, PDF

Preferred delivery date* 12 May 2022*

Actual delivery date* 12 May 2022 (this date might be changed by PUBL or PPM)

Manuscript Upload or modify Final * but not later than 12 April 2022

- File name 1
- File name 2
- File name 3

ISBN Print: 124578920 - PDF: 1225639977

Real no. of printed copies 300

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Approval

Approve Budget Proposal with PR number PR number 3.250 CHF [BP documents](#)

Data for estimation

Source of budget * Regular Budget Technical cooperation project

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Calculate **2.950 CHF**

Cancel Save Send

"send" button not selectable, because the request is in planning. "send" button appears only once uploaded the Final version of the manuscript (including ISBNs)

Requests in planning: ask for production

International Labour Organization

Maurizio Gnot / Sectoral Policies Department | [Feedback](#) | [Logout](#)

Home Request of publishing services ▾ In planning and production ▾

Requests in planning


All requests
 Requests in planning
 Requests in production
 Cost estimates

The page by default shows the last inserted request on top of the list with all records visible

Title
Expand all | Download Excel

	ID	Manuscript	Language	Edition	Expect. delivery	Actual delivery	ISBN	Status & Action
Working paper Standards for Universal Social Protection Responsible: Lee Adam - EN, FR, ES	12456		EN	Print, PDF	24 Apr 2022			Add production data >
	54789		FR	Print, PDF	30 Jun 2022			Ask for ISBN >
	22355		ES	Print, PDF	24 Apr 2022	18 Jun 2022	124567891234 145879556666	Ask for production >
Handbook Role of social dialogue in the design, financing and implementation of SP & performance/sustainability pension Responsible: Lee Adam - EN								⌵
Brief Portability of social protection benefits for migrant workers (title TBC) Responsible: Lee Adam - EN, FR, ES, RU								⌵
Guide Social protection and climate change Responsible: Lee Adam - EN, FR								⌵
Working paper ILO/PIA (Poverty Impact Assessment) User Manual Responsible: Lee Adam - EN								⌵
Report Social protection and just transition Responsible: Lee Adam - EN								⌵

1b5. Ask for production

 International Labour Organization

Maurizio Gnot / Sectoral Policies Department | Feedback | Logout

Home Request of publishing services In planning and production

Full publishing services request: in planning

Fields with * are mandatory Duplicate | Download as Excel

Bibliographic data

HQ Department Sectoral Policies Department

ILO official in charge of publication * Maurizio Gnot

Product type Working paper

Title of product * Standards for Universal Social Protection

Subtitle (if applicable) Here is a subtitle invented

Language* English

Other language planned [French - Spanish](#)

Production data

Editions Print, PDF

Preferred delivery date* 12 May 2022*

Actual delivery date* 12 May 2022 (this date might be changed by PUBL or PPM)

Manuscript Upload or modify Final *

- File name 1
- File name 2
- File name 3

ISBN Print: 124578920 - PDF: 1225639977

Real no. of printed copies 300

No. of copies is NOT editable BECAUSE BP approved

Approval

Approve Budget Proposal with PR number 12455 - **3.250 CHF** [BP documents](#)

Requesting Unit* Sectoral Policies Department

Approved by* Lee Adam *

Approval email* Upload

These fields are NOW visible because the final manuscript is loaded, the BP approved and ISBN assigned

Data for estimation

Source of budget * Regular Budget Technical cooperation project

Average cost for this type of product **2.000 CHF**
245 pages, 100 copies Production of diagrams and figures (up to 50), Design and typesetting included - [Sample publication](#)

Or Self-calculated cost estimation

Approx. No. of characters or pages

Approx. No. printed of copies

Approx. Diagrams and figures

Calculate **2.975 CHF**

Cancel Save Send

"send" button now selectable

1a2. Modal window with messages once sent the request in production

The screenshot displays the ILO publishing request interface. A modal window titled "Send to production" is open, showing an "Approval" message. The message states: "By approving this request, you agree on further cost adjustments based on the delivery of your signed-off manuscript and comply with [ILO-HQ publication production guidelines](#)". The modal has "Cancel" and "Ok" buttons.

The background interface includes the following sections:

- Header:** International Labour Organization logo, "Home", "Request of publishing services", "Maurizio Gnot / Sectoral Policies Department | Feedback | Logout".
- Form Fields:** "Full publishing s...", "Fields with...", "Bibliog...", "Subtitle (if applicable) Here is a subtitle invented", "Language* English", "Other language planned [French - Spanish](#)".
- Production data:** "Digital products associated" (Choose one or more), "Editions Print, PDF", "Preferred delivery date*" (12 May 2022*), "Actual delivery date*" (12 May 2022 (this date can be changed by PUBL or PPM)), "Real quantity" (input field), "Manuscript" (Upload or modify, Final *), "File name 1", "File name 2", "File name 3", "ISBN [Request ISBN to PUBL for all editions](#)".
- Information for planning production:** "Source of budget *" (Regular Budget selected, Technical cooperation project), "Planned date of sending final manuscript" (DD/MM/YYYY), "Average cost for this type of product" (2.000 CHF, 245 pages, 100 copies Production of diagrams and figures (up to 50), Design and typesetting included - [Sample publication](#)), "Or calculate an accurate estimate" (Approx. No. of characters or pages: No. of characters with space, No of pages; Approx. No. of copies: No of copies; Approx. Diagrams and figures: No.).

Requests in production: landing page

International Labour Organization

Maurizio Gnot / Sectoral Policies Department | Feedback | Logout

Home Request of publishing services In planning and production

Requests in production

All requests Requests in planning Requests in production Cost estimates Real production costs

Title Group by status | Download Excel

Working paper

Standards for Universal Social Protection In Design
ISBN: 121245668 - Responsible: Lee Adam - EN - **Delivery date: 12 May 2022**

Handbook

Role of social dialogue in the design, financing and implementation of SP & performance In Proof-reading
ISBN: 12456899 - Responsible: Lee Adam - EN - **Delivery date: 8 May 2022 (modified)**

Brief

Portabilité des prestations de protection sociale pour les travailleurs migrants (titre à confirmer) In printing
Responsible: Lee Adam - FR - **Delivery date: 20 Apr 2022**

Guide

Protección social y cambio climático Print Web Ready for delivery
ISBN: 12456899 - Responsible: Lee Adam - ES - **Delivered : 5 Apr 2022**

Discussion paper

ILO/PIA (Poverty Impact Assessment) User Manual Print Web Ready for delivery
Responsible: Lee Adam - EN - **Delivered: 5 Apr 2022**

Report


Social protection and just transition In Design
ISBN: 12456899 - Responsible: Lee Adam - EN - **Delivery date: 5 Apr 2022**

Request in production cannot be modified (Impression approved in Biblio). A page to show details is available

Once delivered (and marked as such in Biblio) the request goes in the Archive

Status
- In Design
- In Layout
- In Typesetting
- in Proof-reading
- In printing
- Ready for delivery

2. Entry mask for non-PP publications - Record inserted by ILO Units

 International Labour Organization

Maurizio Gnot / Sectoral Policies Department | Feedback | Logout

Home Request of publishing services In planning and production

Full publishing services request: in planning

Fields with * are mandatory Duplicate | Download as Excel

Bibliographic data

HQ Department Sectoral Policies Department

ILO official in charge of publication * Maurizio Gnot

Product type Brochure

Title of product *

Subtitle (if applicable)

Language*

Other language planned

Create one record per language

Production data

Preferred delivery date*

Actual delivery date* 12 May 2022 (this date might be changed by DESIGN)

Real no. of printed copies

Manuscript

What to do with the other sizes?
Ask to Nathalie

File type

Data for estimation

Source of budget * Regular Budget Technical cooperation project

Planned date of sending final manuscript

Average cost for this type of product **2.000 CHF**
4 pages A4, 100 copies, Design and typesetting included - [Sample publication](#)

Or Self-calculated cost estimation

Approx. No. of characters or pages

Approx. No. of printed copies

1.800 CHF

Approval

Requesting Unit*


Approved by*

Approval email*

"send" button not selectable, because the request is in planning. "send" button appears only once uploaded the Final version of the manuscript (including ISBNs)

In the case of multiple Languages indicated on the submit button, a warning window appears informing the user that more registrations will be created, one for each language

3. Entry mask for DESIGN services - Call me back

 International Labour Organization

Maurizio Gnot / Sectoral Policies Department | Feedback | Logout

Home Request of publishing services In planning and production

Design services request

Fields with * are mandatory [View Explanation of services](#)

Call me back for

Digital only products

- Digital narratives (infostories)
- Data visualizations
- Mobile apps
- Illustrations/Graphics/Iconography
- Webinar background
- Web site
- Animation
- Social media cards

Graphic Design and branding

- Visual identity
- Campaign & Events design
- Branding check
- Signage
- Design of branding assets
- Template Design

*Preferred delivery date**

In which order are displayed ?

3A.DESIGN services: modal with explanations

The screenshot shows a web application interface with a modal window open. The modal is titled "DESIGN services" and contains the following content:

Visual identity

Visual identity is all of the imagery and graphical information that expresses who a brand is and differentiates it from all the others. In other words, it describes everything customers can physically see, from the logo to the interior design of a store. Often, visual identity culminates in the development of a brand style guide which provides consistent instructions on how the brand should be visually represented at all times and in any situation.

The purpose of visual identity is:


- to create an emotional impression on viewers
- to inform viewers about the nature of the brand and services/products offered
- to unify the many different aspects of a business through consistent visuals

Result of visual identity :

- Logotype or Trademark
- Font selection
- Colors
- Visual identity guide
-

The modal also features a "Cancel" button at the bottom right. The background of the application is dimmed, showing a sidebar with a "Call m" section and a "Digital" section with numbered items. A yellow callout box on the right side of the background asks "In which order are displayed?". The top navigation bar includes the International Labour Organization logo, the user name "Maurizio Gnot / Sectoral Policies Department", and links for "Feedback" and "Logout".

Print service request: new PDF - Record inserted by ILO Units

 International Labour Organization

Maurizio Gnot / Sectoral Policies Department | Feedback | Logout

Home Request of publishing services In planning and production

Direct print request

Fields with * are mandatory

Bibliographic data

HQ Department Sectoral Policies Department

ILO official in charge of publication * Maurizio Gnot

Product type [Choose your product](#) : Guide

Title of product *

Subtitle (if applicable)

Language*

Other language planned

Create one record per language

Production data

Preferred delivery date*

Actual delivery date* 12 May 2022 (this date might be changed by PMSERV)

No of pages of the PDF*

Real no. of printed copies *

PDF to print

- No of pages
- Quantity
- Upload file
Are available/visible if only one language selected

Expenditure data

Self-calculated exact cost

No. of pages of PDF

No. of printed copies up to 600 copies

Ask to Regis max no. of copies per Product Type

Approval

Requesting Unit*

Approved by*

Approval email*

Maurizio Gnot - 20 June 2022 50

4A. Print service request - Modal for Choose your product

The screenshot shows a web application interface for a 'Direct print request'. A modal window titled 'Choose your product' is open in the center, displaying a list of product categories with radio button selection options. The background form is dimmed and includes sections for 'Bibliographic data', 'Production data', 'Cost estimate', and 'Approval'. The 'Choose your product' modal has a blue header with a close button (X) and a list of categories: 'Book, papers, brief and other' (expanded), 'Promotional materials', 'Periodicals', and 'Meeting document'. Each category has a radio button and a downward arrow. The 'Book, papers, brief and other' category lists 14 sub-options: Code of practice, Guide, Guidelines, Handbook, Report, Working paper, Background, Discussion paper, Generic brief, Policy brief, Research brief, and Statistical brief. The modal also features 'Cancel' and 'OK' buttons at the bottom.

Choose your product [X]

Book, papers, brief and other ^

- Code of practice
- Guide
- Guidelines
- Handbook
- Report
- Working paper
- Background
- Discussion paper
- Generic brief
- Policy brief
- Research brief
- Statistical brief

Promotional materials ▾
Periodicals ▾
Meeting document ▾

Cancel OK

Direct print request

Fields with * are mandatory

Bibliographic data

ILO official in charge

Production data

Preferred format

Acquisition (PMSERV)

No. of pages

Quantity*

PDF to print PDF ▾

Cost estimate

No. of characters with space

No. of copies

1.800 CHF

Approval

Requesting Unit* Sectoral Policies Department ▾

Approved by* Lee Adam * ▾

Approval email*

5. Print service request: exiting PDF

Print request: Search mask and ready made list

International Labour Organization

Maurizio Gnot / Sectoral Policies Department | Feedback | Logout

Home Request of publishing services ▾ In Planning in production and completed ▾

Print service request

Search or browse completed or archived works

Language

Cover or product title

ISBN, ISSN, DOI

Product type

Product sub-type

Edition First print Reprint

Production date From: To:

ID	PDF	Title	Product Type	Language	Printed	Edition	Action
125		Standards for Universal Social Protection	Handbook	EN	05 Jan 2024	First	Reprint >
324		ILO/PIA (Poverty Impact Assessment) User Manual	Guide	EN	05 Jan 2024	First	Reprint >
52		Social protection and climate change	Working paper	FR	05 Feb 2024	Reprint	Reprint >
234		Role of social dialogue in the design, financing and implementation of SP & performance/sustainability pension	Guideline	RU	05 Mar 2024	First	Reprint >
326		Portability of social protection benefits for migrant workers (title TBC)	Brief	EN	01 Apr 2024	Reprinted	Reprint >
36		Social protection and just transition	Report	ES	15 Jan 2024	First	Reprint >


[« Previous](#) 1 [2](#) [3](#) [4](#) [5](#) [...](#) [12](#) [13](#) [14](#) [Next >](#)

The search mask is preset to search in the department to which the logged in user belongs to

It is possible to reprint one title at the time

Ready-made list with the latest printed on top

5A. Print service request: Existing PDF - Data inserted by ILO Units

 International Labour Organization

Maurizio Gnot / Sectoral Policies Department | [Feedback](#) | [Logout](#)

[Home](#) | [Request of publishing services](#) | [In Planning in production and completed](#)

Print service request

Fields with * are mandatory
If you need to change the PDF use the option "Duplicate" to add a new file

[Duplicate](#) | [Download as Excel](#)

Bibliographic data

HQ Department Sectoral Policies Department

ILO official in charge of publication * Maurizio Gnot

Requester [Lee Adam](#)


Product type Handbook

Title of product * **Standards for Universal Social Protection**

ISBN 1234647888

Language* English

First print: 12 May 2020

File to print  Print

Production data

Preferred delivery date* 12 May 2022*

Actual delivery date* 12 May 2022 (this date might be changed by PMSERV)

No of PDF pages 240

No. of printed copies 300 up to 600 copies

Expenditure data

Self-calculated exact cost

No. of PDF pages

Real no. of printed copies

[Calculate](#) **1.800 CHF**

Automatically calculated, fields already filled-in thanks to data above

Approval

Requesting Unit*

Approved by*

Approval email* [Upload](#)

5. Print service request : existing PDF

5A. Print service request: Existing PDF - Data inserted by ILO Units

International
Labour
Organization

Maurizio Gnot / Sectoral Policies Department | [Feedback](#) | [Logout](#)

Home
Request of publishing services ▾
In Planning in production and completed ▾

Print service request

Search or browse completed or archived works

Language

Cover or product title

ISBN, ISSN, DOI

Product type

Product sub-type

Edition First print Reprint

Production date From: To:

ID	PDF	Title	Product Type	Language	Printed	Edition	Action
125		Standards for Universal Social Protection	Handbook	EN	05 Jan 2024	First	Reprint >
324		ILO/PIA (Poverty Impact Assessment) User Manual	Guide	EN	05 Jan 2024	First	Reprint >
52		Social protection and climate change	Working paper	FR	05 Feb 2024	Reprint	Reprint >
234		Role of social dialogue in the design, financing and implementation of SP & performance/sustainability pension	Guideline	RU	05 Mar 2024	First	Reprint >
326		Portability of social protection benefits for migrant workers (title TBC)	Brief	EN	01 Apr 2024	Reprinted	Reprint >
36		Social protection and just transition	Report	ES	15 Jan 2024	First	Reprint >


[« Previous](#)
1
2
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4
5
....
12
13
14
[Next »](#)

The search mask is preset to search in the department to which the logged in user belongs to

It is possible to reprint one title at the time

Ready-made list with the latest printed on top

5A. Print service request: Existing PDF - Data inserted by ILO Units

 International Labour Organization

Maurizio Gnot / Sectoral Policies Department | Feedback | Logout

Home Request of publishing services In Planning in production and completed

Print service request

Fields with * are mandatory
If you need to change the PDF use the option "Duplicate" to add a new file

[Duplicate](#) | [Download as Excel](#)

Bibliographic data

HQ Department Sectoral Policies Department

*ILO official in charge of publication ** Maurizio Gnot

Requester [Lee Adam](#)


Product type Handbook

*Title of product ** **Standards for Universal Social Protection**

ISBN 1234647888

*Language** English

First print: 12 May 2020

File to print  Print

Production data

*Preferred delivery date** 12 May 2022*

*Actual delivery date** 12 May 2022 *(this date might be changed by PMSERV)*

No of PDF pages 240

No. of printed copies 300 *up to 600 copies*

Expenditure data

Self-calculated exact cost

No. of PDF pages

Real no. of printed copies

1.800 CHF

Approval

*Requesting Unit** Sectoral Policies Department

*Approved by** Lee Adam *

*Approval email**

Automatically calculated, fields already filled-in thanks to data above

PMSEV: Print requests list

International Labour Organization

Chenut Mathieu / PRODOC | [Feedback](#) | [Logout](#)

Home | Admin | Print requests (PMSEV)

Print requests

Actions

Go

[Download as Excel](#)

JRP	User	PDF	Requester	Title	Product Type	Languag	Received	Expt. delivery	Actual delivery	Assigned to	Status & Action
125	Gnot		Mathieu	Standards for Universal Social Protection	Handbook	EN	05 Jan 2024	10 Jan 2024	10 Jan 2024	Chenut	In printing
324	Denitza		Edi	ILO/PIA (Poverty Impact Assessment) User Manual	Guide	EN	05 Jan 2024	08 Jan 2024	08 Jan 2024	Schwarzer	Ready for delivery >
52	Adam		Brinster	Social protection and climate change	Working paper	FR	05 Feb 2024	14 Feb 2024	14 Feb 2024	Not assigned	Ready for delivery >
234	Crettaz		Brinster	Role of social dialogue in the design, financing and implementation of SP & performance/sustainability pension	Guideline	RU	05 Mar 2024	05 Mar 2024	05 Mar 2024	Not assigned	Assign > Adjustement >
326	Garcia		Brinster	Portability of social protection benefits for migrant workers (title TBC)	Brief	EN	01 Apr 2024	10 Apr 2024	10 Apr 2024	Not assigned	Assign > Adjustement >
36	Chenut		Chenut	Social protection and just transition	Report	ES	15 Jan 2024	12 Jun 2025	25 Jul 2025	Not assigned	Assign > Adjustement >

« Previous |
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 5 |
 ... |
 12 |
 13 |
 14 |
 Next »

Once delivered (and marked as such in Biblio by PMSEV) the request goes in the Archive

This page remains as implemented but with different columns displayed

Print requests

Fields with * are mandatory

[Download as Excel](#)

Bibliographic data

HQ Department Sectoral Policies Department

ILO official in charge of publication * Maurizio Gnot


Requester [Lee Adam](#)

Product type Handbook

Title of product * **Standards for Universal Social Protection**

ISBN 1234647888

Language* English

File to print  Print

Production data

Preferred delivery date* 12 May 2022*

Actual delivery date* 12 May 2022* Confirm

Total No. of pages 128

No. of printed copies 300 *up to 600 copies*

Format A4

Finishing Saddle stitch

Printed by Mathieu Chenu*

Cover

Color Full color process

Pages 2

Paper type & Gms Color Copy FSC 300 gr

Printer Printer*

Inside pages

Color Full color process

Pages 126

Paper type & Gms Color Copy FSC 80 gr

Printer Printer*

Fields already filled-in thanks product Templates:

- Format
- Finishing
- Text color
- Inside pages printer
- Paper (type)
- Paper Gms

Controlled vocabularies are the same as Biblio for:

- Format
- Finishing
- Cover printer
- Inside pages printer
- Paper (type)
- Gms

Expenditure data

Self-calculated exact cost

No. of pages 128

Real no. of printed copies 300

1.800 CHF

Automatically calculated, fields already filled-in thanks to data above

PMSERV: Ready for delivery

The screenshot displays a web application interface for the International Labour Organization (ILO). A modal window titled "Ready for delivery" is open, showing details for a specific request. The modal contains the following information:

- ID: 122333
- Products: Standards for Universal Social Protection
- End of job*: A dropdown menu with the placeholder text "DD/MM/YYYY".
- Buttons: "Cancel" and "Ok".

The background shows a "Print requests" table with the following data:

JRP	User	PDF	Requester	Status & Action
125	Gnot		Mathieu	In printing
324	Denitza		Edi	Ready for delivery >
52	Adam		Brinster	Ready for delivery >
234	Crettaz		Brinster	Role of social dialogue in the design, financing and implementation of SP & performance/sustainability pension Guideline RU 05 Mar 2024 05 Mar 2024 05 Mar 2024 Not assigned Assign > Adjustment >
326	Garcia		Brinster	Portability of social protection benefits for migrant workers (title TBC) Brief EN 01 Apr 2024 10 Apr 2024 10 Apr 2024 Not assigned Assign > Adjustment >
36	Chenut		Chenut	Social protection and just transition Report ES 15 Jan 2024 12 Jun 2025 25 Jul 2025 Not assigned Assign > Adjustment >

View page

Fields with * are mandatory

[Download as Excel](#)

Bibliographic data

HQ Department Sectoral Policies Department

*ILO official in charge of publication ** [Maurizio Gnot](#)

Requester [Lee Adam](#)


Product type Handbook

*Title of product ** **Standards for Universal Social Protection**

ISBN 1234647888

*Language** English

First print: 12 May 2020

File to print  Print

Production data

*Preferred delivery date** 12 May 2022

*Actual delivery date** 12 May 2022

No of PDF pages 240

*No. of printed copies ** 300

Approval

*Requesting Unit** Sectoral Policies Department

*Approved by** [Adam Lee](#)

*Approval email** [View email](#)

Approval date 10 May 2022

Expenditure data foreseen

*Source of budget ** Regular Budget Technical cooperation project

Cost as from PO **1.800 CHF** *Cost may vary in production*

Cost displayed can come from
- Purchase order (PO)
- Calculation done on exact no. of pages (Direct print and Reprint)

[Cancel](#)