

# User Guide

[www.plateformesolutionsclimat.org](http://www.plateformesolutionsclimat.org)

The Climate Solutions Platform Hub is web platform and showcase for climate innovations. It presents original content on climate change technologies, processes, approaches and services. It was launched in January 2015 within the framework of Solutions COP21 and is intended to become the key information reference source on climate stakes and solutions. The goal of this platform is to showcase **concrete solutions that comply with three criteria:**

- The solutions are already deployed,
- The solutions have positive induced effects in environmental matters and social and economic co-benefits
- The solutions can be replicated or duplicated in other contexts.

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## Tracking published solutions

### Several reading modes

#### Visitor Profile

The content of the website is available to all users, without registration or identification: Solutions Cop 21 breaking news, climate news, partner and climate solutions news.

#### Visitor/subscriber profile

Visitors may subscribe to site content by registering on the climate solutions hub: Solutions Cop 21 breaking news, climate news, partner and climate solutions news.

To register as a visitor on the Climate Solutions Hub, just key in your email in the “New?” field by clicking on “Registration / Log In” on the site header.

[PRÉSENTATION](#)[ACTUALITÉS SOLUTIONS COP21](#)[CONTACTS](#) [INSCRIPTION / CONNEXION](#) 

NOUVEAU ? INSCRIPTION AVEC VOTRE EMAIL

Votre email

[INSCRIPTION](#)

Once you have clicked on the registration button, you will receive a confirmation email. Your registration will be complete when you have clicked on the validation link.

To subscribe to content from the Climate Solutions Hub, login to access your account in the header of the website:

[MON COMPTE](#) 

- Finalize your registration by completing the empty fields in your profile.
- Use the search engine/advanced search to find the solution you are looking for
- Subscribe to the theme and/or contributor of your choice by clicking on the associated buttons:

 [S'ABONNER AU THÈME](#)

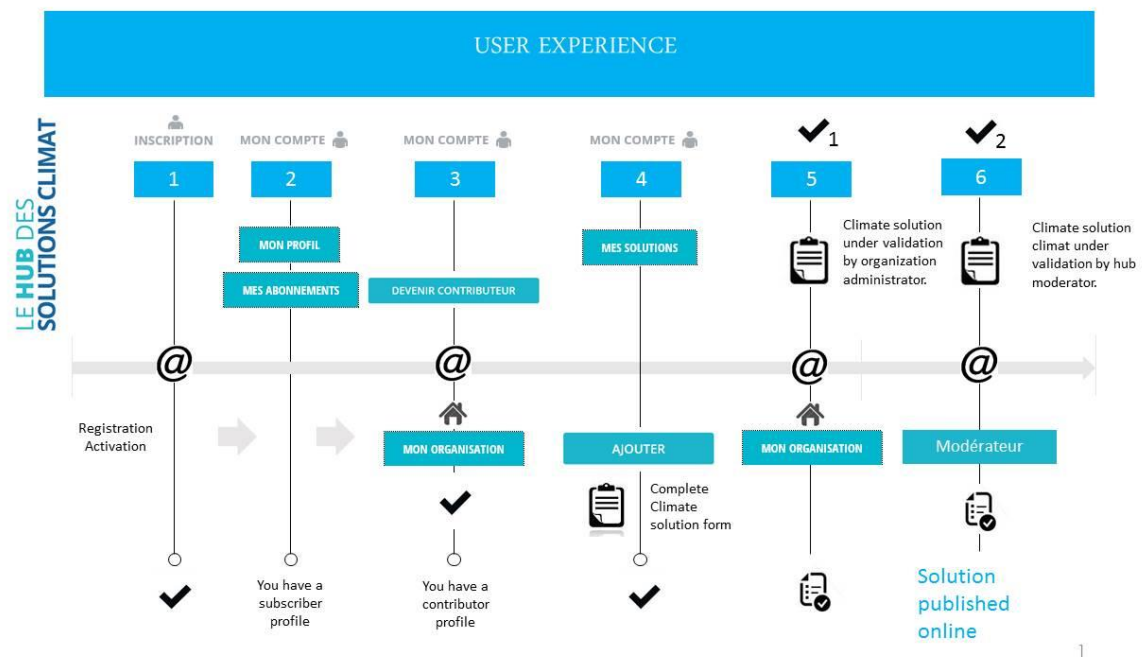
 [S'ABONNER AU CONTRIBUTEUR](#)

- You will receive the new climate solutions associated with your subscription choice directly in your mailbox (Themes and/or contributors)
- Read the full new climate solution published on the Hub.
- Manage your subscription in your “My account” / “My subscriptions” space
- Subscribe to Solutions COP21 Breaking News and Partner news (coming soon)

## Publishing your Solution online

The climate solutions posted on the website are published directly by the organizations that make the request: territorial collectivities, companies, public institutions/NGOs...

## Becoming a contributor



## Creating your administrator profile

### Step 1. Creating your contributor account

#### Registration

- Fill in your email address in the “NEW?” field by clicking on “**Registration / Log In**” in the website page header.
- Click on the “**REGISTRATION**” button to submit your registration.
- Validate your registration by clicking on the validation link in the confirmation email that you will receive.

**IDENTIFICATION**

Votre email:  Mot de passe:

**CONNEXION**

**NOUVEAU ? INSCRIPTION AVEC VOTRE EMAIL**

Votre email:

**INSCRIPTION**

## Logging In

- Finalize your registration by completing the empty fields of your profile.
- **VALIDATE** your information

ACCUEIL **MON PROFIL** MES ABONNEMENTS

\*Civilité:  Mme  M. Téléphone:

Email:  Mobile:

\*Nom:  Mot de passe:

\*Prénom:  Confirmation:

Nationalité:  Langue:

\*Champs obligatoires

**VALIDER**

## Step 2. Referencing your organization on the Climate Solutions Hub

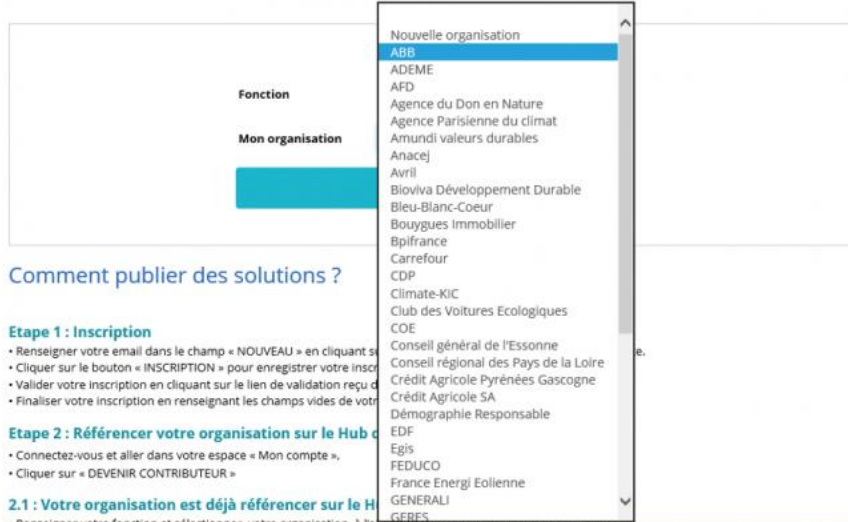
- Log In and go to the “**My Profile**” space in your account
- Click on “**BECOME A CONTRIBUTOR**”

Publiez vos solutions **DEVENIR CONTRIBUTEUR**

## Your organization is already referenced on the Hub

- Key in your position and select your organization using the “**My organization**” drop-down menu
- Click on the “**VALIDATE**” button to register the attachment request to your organization

## DEVENIR CONTRIBUTEUR



- Your organization administrator will be notified of your attachment request and can accept your request the next time he logs on.
- If your organization administrator does not accept your request, please contact him directly.

### *You are a new organization*

- Key in your position and select your organization using the “**New organization**” drop-down menu
- Click on the “**VALIDATE**” button to register the referencing request for your organization



The Solution COP21 Hub team will then be notified of your referencing request and will contact you within 48 hours.

If you have not heard from the team within 48 hours of your referencing request, please contact them directly at: [vamaral@lepublicsysteme.fr](mailto:vamaral@lepublicsysteme.fr).

### *Creating an administrator profile for your organization (for new organizations)*

**Each organization should designate a unique administrator to:**

- manage his organization’s account
- accept contributor attachment requests to the organization
- validate the climate solution published on behalf of the organization

The organizer administrator is the guarantor of the integrity of the solutions published and of the respect of the Solutions COP21 Charter of Commitment by all the contributors of his organization.

### On completing the administrative procedure with Solutions Cop 21

Send your administrator profile information to [plateformesolutionsclimat@solutionscop21.org](mailto:plateformesolutionsclimat@solutionscop21.org) :

- Organization Name
- Organization Logo
- Number of employees
- Web site URL
- Nationality (head quarters)
- Type of actor
- Sector of activity
- Administrator Surname, First Name, position, email and tel.

If your administrator profile is not operational within 48 hours following your request, please contact [plateformesolutionsclimat@solutionscop21.org](mailto:plateformesolutionsclimat@solutionscop21.org).

### Step 3. Publishing a climate solution

- Log in and go to the “My Solutions” space in your account
- Click on “ADD” a solution



The screenshot shows a user interface with a navigation bar at the top containing five tabs: ACCÈS, MON PROFIL, MES ABONNEMENTS, MES SOLUTIONS (highlighted), and MON ORGANISATION. Below the navigation bar, there is a section titled 'Ajouter une solution' with a large blue button labeled 'AJOUTER'. Underneath, there is a table with three columns: Date, Titre, and Vues. The table contains one row of data.

Date	Titre	Vues
15/12/2014	Companies and cities' Environmental reporting	

- Please read the editorial mini-charter to help you complete the climate solution form
- Fill in and tick all the fields and empty boxes on the solution form

ACCÈS MON PROFIL MES ARCHIVEMENTS **MES SOLUTIONS** MON ORGANISATION

**Charte éditoriale**

Afin de mettre en valeur votre solution et optimiser sa visibilité, nous vous conseillons :

- > de publier une solution de 2500 signes maximum
- > de veiller à insérer un visuel qui illustre votre solution (310 x 65) et non votre entreprise (les logos ne seront pas acceptés)
- > de rédiger un titre accrocheur, un chapeau et plusieurs paragraphes introduits par des sous-titres
- > d'associer les mots-clés qui doivent refléter l'objet de vos solutions
- > de vous assurer que la mise en page donne à vos lecteurs l'envie de diffuser votre solution !

Pour vous assurer de répondre aux conditions de publication d'une solution, accédez à la charte d'engagement du Hub des solutions.

Vous vous posez des questions sur la mise en ligne des solutions, consultez notre charte de publication.

INTITULÉ DE LA SOLUTION

PÉRIMÈTRE DE MISE EN ŒUVRE

International  National  Européen  Régional  Local (préciser le lieu)

DATE DE LANCEMENT DE LA SOLUTION

Réalisation déjà engagée (depuis quelle date ?)

Projet en cours avec première expérimentation (lancée à quelle date ?)

PROTECTION DE LA SOLUTION À TRAVERS LA PROPRIÉTÉ INTELLECTUELLE

Brevet (créations techniques)  Dessin et modèle (créations ornementales)  Marque (signes distinctifs)  Droit d'auteur (œuvres littéraires, graphiques, logiciels...)

Enveloppe Soleau  Autres

- Accept the General Terms and Conditions (GCU) and the Charter of Commitment by ticking the corresponding boxes
- Click on the “**VALIDATE**” button to register your Climate Solution

J'ai pris connaissance des Conditions Générales d'Utilisation du hub des Solutions Climat, et la solution que je soumetts respecte la Charte d'engagements Solutions COP21

**VALIDER**

Your organization administrator will then be notified of your publication and can accept your Climate Solution on his next connection.  
If your organization administrator does not accept your publication, please contact him directly.

**Climate solutions published by contributors are:**

1. Validated by your organization administrator
2. Submitted to the Solutions COP21 moderator prior to publication.

The Solutions COP21 moderator will contact you if your solution does not comply with the Charter of Commitment and / or the editorial charter.

If your solution is not online within 72 hours following the validation of your form, please contact the Solutions COP 21 moderator: [akozak@solutionscop21.org](mailto:akozak@solutionscop21.org)

#### Step 4: Publishing a climate solution in English

- Log In to the English web site: <http://www.climatesolutionsplatform.org/>
- Use the same login and password as for your French account and go to the “My Solutions” space in your account
- Click on “Add a solution” and complete the form (see step 4)

N.B.: Your administrator/contributor account identification (“Log in” and “Password”) is unique for the French and English versions of the Hub. Nevertheless, the solutions are separated by language, so that you will find your English solutions only in your English account and your French solutions only in your French account.

#### Compliance with the Editorial Charter

Climate solutions should describe a concrete and operable solution, corresponding to one of the uses that it is associated with.

##### Please note:

- Should you wish to publish several Solutions, please ensure that you pace them over time.
- Remember, screen document reading time is equivalent to paper document reading time!

#### Rules for validation of online publication of your solution by the Solutions COP21 team:

- publish a solution of 2500 characters maximum in length
- insert a visual that illustrates your solution (310 x 65) not your organization/company (logos will not be accepted)
- illustrate your solution with video and visual media
- associate the key words that reflect the subject of your solution

**A catchy title should describe the solution** and not the organization/company/ or highlight the project leader.

- For example: Electric cars at the service of rural mobility / Eco-responsible fridges in supermarkets/ Give a second life to companies' unsold goods

**The solution should have a simple work plan**, easily understood by a wide target audience:

- Main title – Who – Why – What – Where – How
- Part 1: context – diagnosis
- Part 2: solution description
- Part 3: results and forecast

Remember to give a title to each section and to highlight important sentences: help your reader to understand your solution quickly and above all to want to spread the news about it.



## Timelines for validation, online publishing and verification

### Administrator account creation time

The time required to create an administration account is 48 hours (excluding public holidays) after having transmitted the information required to create your organization administrator account. Contact information for the person who will be in charge of validating all the solutions published on behalf of your organization is particularly important.

### Solution publication time

Once you have submitted your solution, your organization administrator will validate (or modify) your solution.

On validation of your solution by your organization, it will be published within 72 hours (excluding public holidays). The Solutions COP21 team commits to publishing it within 72 hours, provided it complies with the [Solutions COP21 Charter of Commitment](#) and the Editorial Charter.

### Solution approval mechanism

Following the initial examination phase described above for compliance with the editorial charter, and in order to ensure the seriousness of the solutions published on the Hub, Solutions COP21 has established an independent Approval Committee, with the role of reviewing the climate solutions published on the Climate Solutions Hub.

Once the solution is published on the Hub, the Committee will ensure its review within 20 days.

At the end of this analysis, the Committee will issue a "favorable" or "unfavorable" review based on predetermined criteria.

- In the case of a "favorable" review, the solution remains on the Hub.
- In the case of an "unfavorable" review, a request for additional information will be sent to the organization proposing the solution. If the additional information received satisfies the Committee, the solution will remain on the Hub. If the additional information received does not satisfy the Committee, the solution will be removed from the Hub.

## Miscellaneous Questions

### Fees

#### **Your organization is a collectivity or an NGO-Association**

Your organization will receive a credit of 10 complementary solutions (bilingual in French and English).

#### **Your organization is a Solutions COP21 partner or a Club France Développement durable member**

A credit of 10 bilingual solutions (French and English) is included in your partnership agreement. Each additional solution (1 unit) published will be invoiced 100€/excluding tax.

**Your organization is contributing a pavilion at the Grand Palais and benefits from an associate Solutions COP21 partnership.**

One or several complementary bilingual solutions (French and English) are included in the associated partnership agreement. Each additional solution (1 unit) published will be invoiced 100€/excluding tax.

**Your organization is a business or an actor in the market sector and is not a Solutions COP21 partner.**

Publication fees for one solution (bilingual in French and English) are 100€/excluding tax. You may publish as many solutions as you wish.

### Ensuring that your solution appears on the home page

Solution referencing on the climate solutions hub is organized as follows: premium treatment will be given to the most popular solutions, in other words those that have generated the highest number of page views and clicks (Tweet shares, Face book likes...).

### If you are experiencing difficulties in receiving your Solutions COP21 subscription alerts

Please ensure that "[plateformesolutionsclimat@solutionscop21.org](mailto:plateformesolutionsclimat@solutionscop21.org)" is included in your white list of authorized emails.

Should the problem continue, please contact your IT manager.

## Contact for Hub Administration

**Contact for referencing new solutions, account opening and Hub climate solutions invoicing:**

- **Virginie Amaral**  
[vamaral@lepublicsysteme.fr](mailto:vamaral@lepublicsysteme.fr)

**Contact for moderation of climate solutions on the Climate Solutions Hub:**

- **Alexandra Kozak**  
[akozak@solutionscop21.org](mailto:akozak@solutionscop21.org)

**For all queries concerning the Hub and online publishing of new Solutions:**

- **Julia Baron** – Climate Solution Hub  
7/7 from 13H30 to 15H30  
Tel.: + 33 (1) 58 65 01 44  
[plateformesolutionsclimat@solutionscop21.org](mailto:plateformesolutionsclimat@solutionscop21.org)

**Charter of Commitment for organizations/companies wishing to present a solution**

The organization/company wishes to present a solution on the Climate Solutions web platform within the framework of Solutions COP21, with the support of the networks and members of Club France Développement Durable: [www.plateformesolutionsclimat.org](http://www.plateformesolutionsclimat.org)

This solution is part of the organization's/company's voluntary policy to contribute to the fight against climate change and to the emergence of attenuation and adaptation solutions. The organization/company certifies the authenticity of the data provided concerning each of its Solutions and considers that it complies with the criteria defined by Club France Développement Durable, namely that:

- the Solution has already been implemented
- the Solution has positive induced effects in environmental terms and social and economic co-benefits;
- the Solution can be deployed or replicated in other contexts.

The organization/company guarantees the accuracy of the texts describing each solution and is in possession of all elements relative to the legality and intellectual property concerning this information.

The organization/company is not authorized to publish online, disseminate or publish through this web platform any content that is offensive, libelous, obscene, threatening, abusive or illegal, or an incitement to commit an offense. It will refrain from publishing any online commercial messages (pricing) on the web platform.

By completing this form, the organization/company accepts that the presented solution, in addition to all the transmitted appendix documents, will be published online on the Climate Solutions Web Platform and that the information delivered on this solution may be relayed by other players (media, decision influencers, other networks...).

**In the case of proven non-compliance with these elements, the Solution form submitted by the organization / company will be temporarily or definitively removed from the web platform.**

The organization / company is at the disposal of the Climate Solutions Web Platform Steering Committee to answer any questions they may have relative to the data transmitted concerning this solution

**For information on Solutions Cop21:** [contact@solutionscop21.org](mailto:contact@solutionscop21.org) [www.solutionscop21.org](http://www.solutionscop21.org)  
@SolutionsCOP21 #SolutionsCOP21