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# *Standard Operating Procedure*

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## *Advert Moderation on NGO Forum Communication Portal*

### Objectives

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The NGO Forum has a communication portal (<http://comms.southsudanngoforum.org/>) where organizations and companies can post their course/training's, tenders or Job adverts. The role of the communication platform is to make it easier for member organizations to access and share information within themselves and to the general public in South Sudan.

To protect the membership from malicious and fraudulent actors, strict measures need to be adhered to in moderating the content uploaded on the platform. This document establishes and acts as a guideline on the acceptable use of the information and communication resource.

### Responsibilities and Authorities

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NGO Forum information and communication staff are all responsible for the content on the communication portal with the **South Sudan NGO Forum Information Officer** (nngo-info@southsudanngoforum.org) being the first contact person for any moderation and other related queries.

## Posting Procedure

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1. Access the communication portal link <http://comms.southsudanngoforum.org/>
2. Find the **Login** link on the top right hand side of the page.
3. In case password has been forgotten, click on the **Login** link and find the **forgot password** link. Information on how to reset the password will be sent to the registration email address.
4. After login, click on the **create new topic button** this will give you a panel to post your advertisement
  - a. Add a description of the advert. Make it as detailed as possible
  - b. Upload a pdf/word attachment if any.
  - c. Choose the correct category to post your advert to from the categories drop-down
  - d. Complete the process by reviewing the advert and clicking on the create post button.

## Approval Requirements

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1. All NGOs should submit a valid RRC certificate to NGO Forum before posts are considered for approval
2. All adverts have to come from the advertising company/organization. ***An organization can not advertise/post on behalf of another unless express written authorization is provided.***
3. Advertisers must be a registered business/organization and will be required to present registration documentation on request.
4. **Companies** must present a recommendation of the advertised service rendered to NGO's operating in South Sudan.
  - a. The recommender should be an **active** member of the NGO Forum at the time the recommendation is requested.
  - b. Submitted verified recommendations are valid only for the year they are issued/verified.
5. All advertisers (NGO and Companies) must upload an avatar that is representative of the organization before their post is considered for approval.