

3RP Livelihood Sector Working Group Information Sharing Guidance

This is a guidance notice to provide information on ways to contribute to the Livelihood sector bi-annual **Newsletters** or **Entrepreneurship Mapping**, as well as other future mappings and sharing partner announcements and updates via **weekly email digests**.

The first step is the membership to the Livelihoods Working Group (LHWG). If your organization is already a LHWG member please skip to article no 5.

1. The first step of the membership procedure is sharing the **operating certificate** (faaliyet belgesi in Turkish) issued by Ministry of Interior with Hande Gurdag Uzuner at hande.uzuner@undp.org and Tunc Gunduz at tunc.gunduz@undp.org.
2. After receiving the document, it will be requested to get **two member recommendations** from the LHWG partners. Recommending members should have worked with the applying organization. It is enough to keep the recommending members in copy when the applicant sends the email mentioning that the relevant organization is the recommending members from LHWG.
3. The presence of these two members in the email will automatically be acknowledged as the applicant's references.
4. After the completion of the membership procedure of the applying organization, the organization will be invited to the next meeting, and asked to make a **short presentation** (max 15 minutes) on their activities related to livelihoods.
5. Partners can choose the work they want to contribute and proceed accordingly:
 - a. Partners who wish to contribute to **Entrepreneurship Mapping** will be given access to the relevant ActivityInfo database.
 - b. Partners who wish to contribute to the bi-annual **Newsletter** will be informed on due dates via email, to fill in a template to be published in the Newsletter regarding their ongoing and upcoming activities as well as future announcement.
6. Partners who wish to announce their updates and activities may also do so via **LHWG weekly digest** published **every Monday** by sending their announcements with a focal point for inquiries to with Hande Gurdag Uzuner at hande.uzuner@undp.org and Tunc Gunduz at tunc.gunduz@undp.org.
7. Partners who wish to announce any new activities or updates may also use the **Partner Updates section** at the monthly **LHWG meetings**.