



United Nations
Educational, Scientific and
Cultural Organization



Management of
Social Transformations
Programme

Policy Research Tool

User Guide

Welcome to the new tool designed by MOST for producing custom policy reports. It is based on comparable categories for assessing the relevance of the options contained in case studies, according to specific themes and locations. The present guide aims at assisting you in searching the categories to retrieve Policy Briefs and full original documents; creating a personal collection of select Policy Briefs; and editing the table of contents to produce a comparative report.

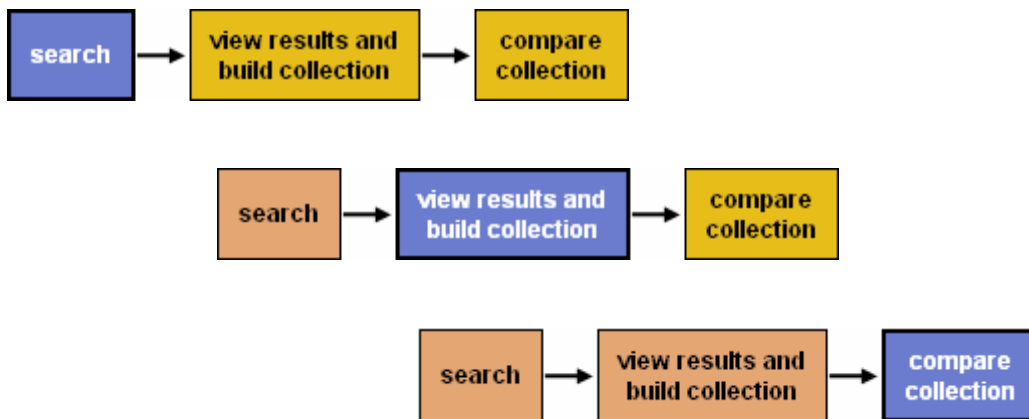
Management of Social Transformations Programme

www.unesco.org/most

Preliminary remarks

Interface

The tool's interface is currently available in English, French and Spanish. The language can be changed with the links [Français - Español](#) at the top right of every screen. A set of color frames at the top of each screen signals the progression in the Briefing sequence.



Basic indications on how to proceed are shown on each screen underneath these frames. Contextual help also appears when the cursor is left still over a link or button.



At any time in the briefing process one can backtrack and refine without losing the original selection of criteria. This can be done by clicking the corresponding labels in the body of the various screens. At the end of the process, once the comparative report has been produced, one can still modify the structure of the report (contents and layout), edit the personal collection (add or remove Briefs), modify the initial search criteria – or start a new search.

Saving the documents

Caution! The present version of the tool does not allow for automatically saving documents in a format different than .html or paper print (functionality implemented in the web browsers). It is possible however to get a PDF version of the documents with a virtual PDF printer installed on

one's computer. In the case of printing with such type of printers, a PDF file is generated that can then be saved. There are various solutions for virtual PDF printers, either open or subject to license, and adapted to the various platforms (Windows, Mac, Linux). We can cite for example *PDFCreator, CutePDF Writer, Adobe PDF*.

About the tool

The present version launched in November 2007 is running on a series of documents from the UNESCO Forum on Higher Education, Research and Knowledge¹. The tool will gradually publish more documents from various thematic areas related to social transformations and will also be regularly upgraded to offer improved support to decision-making. Further information on the Policy Briefing Tool can be found in the document "Background, Design Methodology and Application" available on the MOST website². Please address any question or comment directly to: v.maugis@unesco.org.

The present guide now provides indications for using the various functions available on the different screens and windows of the tool:

- 1. Search**
- 2. Results**
- 3. Collection**
- 4. Report options**

¹ http://portal.unesco.org/education/en/ev.php-URL_ID=26596&URL_DO=DO_TOPIC&URL_SECTION=201.html

² www.unesco.org/most

1. Search screen

Select the relevant criteria, and then click the button at the bottom of the page to access the results. No criteria (default) retrieve all documents in the base. If a search does not return any result, consider removing some criteria or expanding geographically. The button at the bottom of the page clears all the current criteria in order to start a new search.

Categories. The system of categories and sub-categories is an exhaustive and evolving representation of the domain “knowledge for higher education and research policy”. The full model appears at the end of this guide. Click the titles to expand the sub-categories.

- ▼ Knowledge for Higher Education and Research Policy
 - ▼ Policies and agreements...
 - Innovation policies
 - Science and echnology policies
 - Education policies
 - General agreement on trade in services
 - ▼ Research impact and development...
 - Relevance and utility of research
 - Local relevance and utility (solutions to local problems)


Regions and countries. Click on the map to select or unselect one or several region(s). The drop-down menu only lists countries for which documentation is available. Hold the “Ctrl” key to select multiple countries.

Languages. Documents in the base are written in multiple languages but they are not translated. A default search retrieves documents in all their existing languages. One can choose to filter the documents in one or more select languages. Hold the “Ctrl” key to select multiple languages.

Text search. This function enables to search for specific occurrences to be specified by the user (keywords, names of cities, etc.) in the documents’ title or body.

Series and authors. Hold the “Ctrl” key to select multiple elements.


2. Results screen


Click the titles in the list to open the Policy Briefs (2-3 pages condensed versions) and click the  icons in the right column of the table to open the corresponding original documents (10-40 pages). Both the Briefs and the documents open in a new window. They can be printed out or saved as .pdf files provided your computer is equipped with a virtual PDF printer.

An overview of the Briefs' abstract appears under each title in the list of results. One can hide or show these overviews by using the corresponding function in the header of the table.

In order to produce a comparative report, at least two Policy Briefs need first be added to a personal collection. This is done by checking the relevant boxes at the left of the Briefs titles.



Caution! The button "add ALL briefs to collection" only adds those Briefs listed in the current page. In order to add all the Briefs returned as results, one first needs to select <All> from the Number of results per page  function on the top right of the table. The button "none" clears all the current selection.

Once the selection of Policy Briefs is done, click the  button to proceed to edit your personal collection.

3. Collection screen

This screen enables to:

- Check the collection;
- Remove unnecessary Briefs from the current collection;
- Go back to the results to add new Briefs to the current collection.

When the collection is ready, click the button to proceed to edit the table of contents to your comparative report.

4. Report options window

Sections to be extracted from the collection are simply selected by checking the relevant boxes. The comparative report can be arranged either by Section or by Brief.

Briefs sections:

- Abstract
- Context and Issue
- Policies and programmes
- Research results
- Recommendations
- Operational aspects
- References

Report layout:

- Arranged by Section
Selected section 1 from all Briefs; then selected section 2; etc.
- Arranged by Brief
All selected section(s) from Brief 1; then all section(s) from Brief 2; etc.

Then click the button to view your comparative report. Once in the actual report window, use the buttons to call back the collection screen and the report options window so as to modifications.

In the body of the report, use the [[Policy Brief](#) | [Original document](#)] links to open the corresponding Policy Brief and original document in a new window.

Use the button to print out the report. It can also be saved as a .pdf file provided your computer is equipped with a virtual PDF printer.

APPENDIX

"Knowledge for Higher Education and Research Policy"

POLICIES AND AGREEMENTS

- Innovation policies
- Science and technology policies
- Education policies
- General Agreement on Trade in Services (GATS)

RESEARCH IMPACT AND DEVELOPMENT

- Relevance and utility of research*
 - Local relevance and utility (solutions to local problems)
 - Social relevance and utility
- Research for development
- Capacity strengthening in research and education

RESEARCH PRODUCTIVITY AND DELIVERY

- Research results, dissemination and application
- Monitoring, evaluation and quality assurance

RESEARCH CAPACITY

- Innovation strategies
- Investment in research
- Human resources in science (incl. social science) and technology*
 - Gender and youth
 - Status of researchers/faculty
- Infrastructure
- Research autonomy and academic freedom
- History, philosophy and governance

COOPERATION, PARTNERSHIP AND NETWORKING

International

- Between universities / research centers
- Between universities / research centers AND industry
- Between universities / research centers AND policy
- Between universities / research centers AND NGOs / civil society
- Between universities / research centers AND the UN system

National

- Between universities / research centers
- Between universities / research centers AND industry
- Between universities / research centers AND policy
- Between universities / research centers AND NGOs / civil society

KNOWLEDGE DEVELOPMENT AND MANAGEMENT

- Information and communication technologies
- Interdisciplinarity
- Cognitive skills development
- Informal structures of knowledge production

SPECIAL AND EMERGING ISSUES

- Traditional knowledge and scientific knowledge
- Knowledge gap North-South and the brain drain
- Non-innovation and imitation
- Diploma-only interest of students
- Language barriers

- Role of the market
- Role of the media

- Globalization of education
- Massification of education
- Standardization of education
- Privatization/commercialization of education

- Access to high level higher education
- Teaching quality
- Links between research and teaching/learning
- Academic and student mobility
- Participation of communities and minority groups

- Situations of emergency and reconstruction