

## Publishing Documents to Nepal EQ 2015 website

We are working hard and generating a large amount of documents and products but we are not yet managing to get on top of publishing all this documents onto the website. Below are the guidelines to for how we will manage getting our hard work on the website so our partners can benefit.

### **Who:**

- Lise Anne (coord3.nepal):
  - meeting minutes and related information and documents
  - events (meeting dates/times/locations)
  - contacts lists
- Raúl (im2.nepal) All other documents, maps, information products (supported from Global level by Shirin)

### **What:**

All document that you approved by Victoria (coord1.nepal) to be posted.

### **How:**

Option 1: (Preferred)

- Copy to Folder 04IM\website\to publish
- By Skype advise that you have put a document in to be posted. One Line.

Option 2: e-mail attaching the docs