

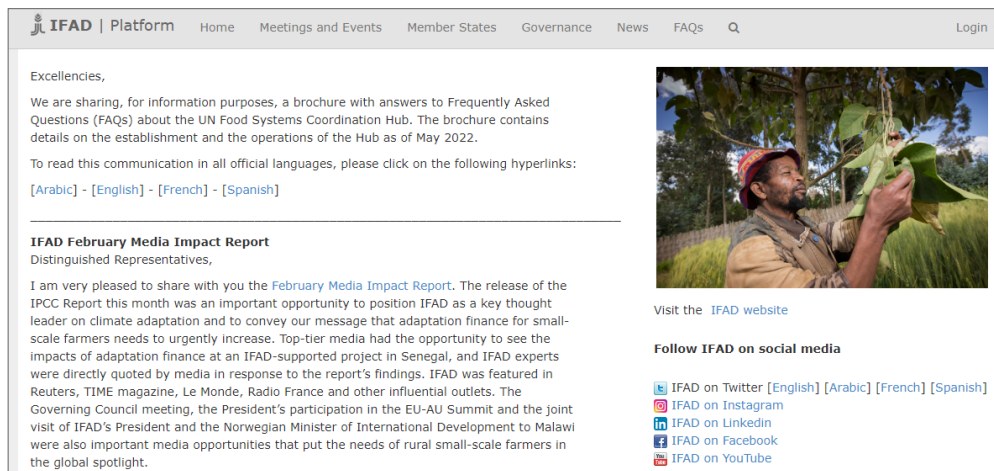
IFAD Quick Guide for Member State representatives

Member States Interactive Platform (MSIP) Access and Settings

The [Member States Interactive Platform](#) aims to facilitate the exchange of information and communications between the Fund and its representatives with respect to IFAD governing body meetings and other formal and informal events. General information is available to the public, but only authorized users can access restricted information and documentation.

I. Accessing MSIP

To access MSIP, visit [IFAD Members Platform | Welcome](#). You will then be taken to the homepage of the Platform.



The screenshot shows the IFAD Platform homepage. At the top, there is a navigation menu with links for Home, Meetings and Events, Member States, Governance, News, FAQs, and a search icon. A 'Login' button is located in the top right corner. The main content area features a news article titled 'Excellencies,' with a sub-heading 'IFAD February Media Impact Report' and a photo of a man in a field. Below the article, there are social media links for IFAD on Twitter, Instagram, LinkedIn, Facebook, and YouTube.

II. Logging in

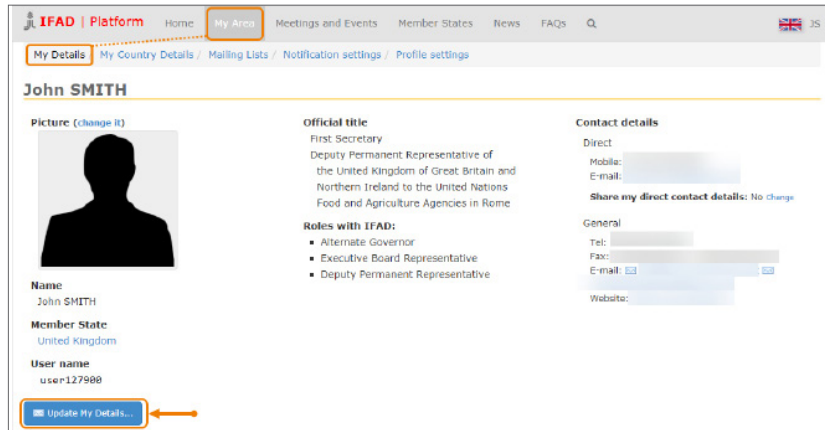
Enter your credentials (your user name and password) in the login box in the top right of the page, and click on **Login**. To request a username and password, please contact igmr@ifad.org.



This screenshot is identical to the one above, but with a red box highlighting the 'Login' button in the top right corner of the navigation menu. A login form is overlaid on the page, showing a text input field with the placeholder 'v.g.igmr', a password input field with a masked password '*****', and a 'Login' button. Below the form, there is a link for 'IFAD Staff login'.

III. My Area

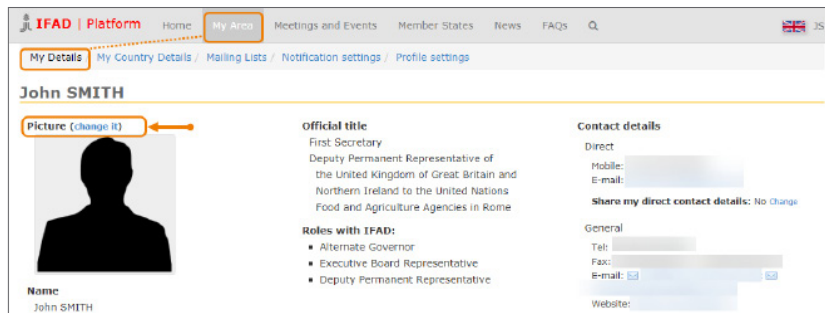
Once you have logged in, you will be taken to the **My Details** page of the **My Area** section. This page displays your details and allows you to verify if information is current.



Should you need to update your details, notify the Office of the Secretary by clicking on the **Update My Details** button, enter new data into a pre-addressed e-mail message and click on the **Send** button. Colleagues in the Office of the Secretary will ensure that the details provided are correctly reflected on the platform.

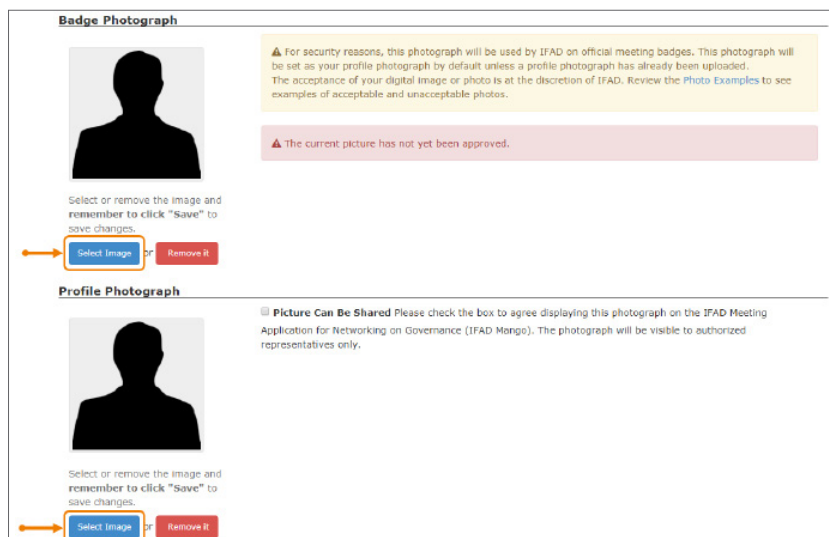
IV. Uploading pictures

You may also change and/or upload your picture in the **My Area** section. Click on **change it**, above the avatar picture.



A new page will open allowing you to select and upload the picture of your choice.

Click on **Select Image** to select the picture in your computer. A box to search your computer will appear. Select your image and click on **Open**.



Click on **Save** at the bottom of the page to confirm all changes.

Meeting Gallery Photograph

This photograph is managed by the Office of the Secretary and will be shown on pertinent sections of the IFAD Member States Interactive Platform and IFAD Meeting Application for Networking on Governance (IFAD Mango).

Direct Contact details

Mobile:

E-mail:

Share my Direct Contact details with other authorized representatives

Save

Note: Provision of pictures greatly facilitates the registration process and issuance of badges for certain governing body meetings. As such, you are kindly encouraged to upload your picture.

V. Notification settings

Email alerts are generated to advise of the issuance of news items and documentation. On this page you can manage your e-mail alerts by choosing the frequency, language and type of communications you wish to receive.

While in **My Area**, click on **Notification settings** to set up your notification preferences. Click on **Save** to confirm any changes to your preferences.

IFAD | Platform Home **My Area** Meetings and Events Member States Governance News FAQs

My Details / My Country Details / Mailing Lists **Notification settings** Profile settings / Privacy Policy Agreement

Notification settings

I want to be notified about documents posted in:

Arabic English French Spanish

I want to be notified of updates related to:

| | |
|--|--|
| Audit Committee | <input checked="" type="checkbox"/> Documents <input checked="" type="checkbox"/> News |
| Consultation on the Replenishment of IFAD's Resources | <input checked="" type="checkbox"/> Documents <input checked="" type="checkbox"/> News |
| Convenors and Friends | <input checked="" type="checkbox"/> Documents <input checked="" type="checkbox"/> News |
| EB-Related Seminars and Events | <input checked="" type="checkbox"/> Documents <input checked="" type="checkbox"/> News |
| Evaluation Committee | <input checked="" type="checkbox"/> Documents <input checked="" type="checkbox"/> News |
| Executive Board | <input checked="" type="checkbox"/> Documents <input checked="" type="checkbox"/> News |
| GC-Related Seminars and Side Events | <input checked="" type="checkbox"/> Documents <input checked="" type="checkbox"/> News |
| Governing Council | <input checked="" type="checkbox"/> Documents <input checked="" type="checkbox"/> News |
| Replenishment-related Seminars and Events | <input checked="" type="checkbox"/> Documents <input checked="" type="checkbox"/> News |
| Working Group on the Performance-Based Allocation System | <input checked="" type="checkbox"/> Documents <input checked="" type="checkbox"/> News |

I'd like to be notified:

Never E-mail notifications are disabled

Immediate As soon as updates are published

Daily Daily digest, sent at 8:00 AM in IFAD timezone (Europe/Rome, UTC+1)

Weekly Weekly digest, sent every Monday at 8:00 AM in IFAD timezone (Europe/Rome, UTC+1)

I'd like to receive notifications at the following address:

Current delivery addresses:

You can separate multiple addresses using white space

Save

Note: Under **I want to be notified of updates related to:** users will only see the meetings for which they have access rights.