



Regional project on improving labour market statistics and reinforcing information management on labour market and poverty reduction information systems in Africa.

**Training workshop on Website Design, Implementation and Management
Bamako, 4th – 8th December 2006**

WORKSHOP'S REPORT OF FINDINGS

December 2006

INTRODUCTION

In the framework of the regional project on improving labour market statistics and reinforcing information management on labour market and poverty reduction information systems in Africa (LMIS), a workshop on web site creation and management was held in Bamako at AFRISTAT headquarters from December 4-8, 2006

The opening ceremony was presided over by Mr Martin BALEPA, Director General of AFRISTAT. In his speech, M. BALEPA welcomed participants and stressed the role of internet in the dissemination of labour market information, as an essential tool to express, implement and monitor employment and poverty reduction policies. He requested participants to pay eager attention to the topics covered during the workshop so that they master these new information technologies and convey the knowledge gained to their respective countries. He closed his speech by thanking ACBF, the main financial partner of this project, and the Malian authorities, host country of AFRISTAT.

This workshop, aimed at the beneficiary countries of the LMIS project, gathered the following officials from the national components of the project in charge of managing the information on labour market (see list of participants in annex 1)

WORK PROCEEDINGS

The training, conducted by Mr Thierry Salmon, AFRISTAT expert on information systems, lasted 5 working days. Given the amount of knowledge to pass on, the program of the workshop was fully loaded. The reference document was prepared in English and in French. Likewise, presentation was made in both languages.

The workshop on web site implementation and management targeted three main objectives:

- to understand the basic principles for the creation of a site;
- to be able to create a web site;
- to develop the capacity to publish and regularly update information on the web site.

Activities included both formal presentations and practical work (see workshop schedule in annex 2).

CONTENT OF THE WORKSHOP

Understanding the basics of web site creation

The first objective was the introduction of the basic principles behind the creation of a web site. To this respect, the course presented various aspects including the overall goals of creating a site, namely: publishing data, marketing the institution, publishing information pertaining to given areas of expertise. More specifically, the workshop covered:

- how to create an efficient web site
- what should be the content of the site
- how should files be organised.

Being able to create a web site

The second objective of the training dealt with a step by step learning of web site creation, namely: introduction to technologies used on the internet and the uploading of information.

- How does a site work
- Description of tools used on the web
- Introduction to HTML
- Composing and uploading pages to the site.

Being able to publish and regularly update information on the web site

This last objective of the workshop aimed at teaching participants how to publish (upload) and regularly update the information found on their web site. Three key aspects were covered in the course:

- Hosting of the web site
- Uploading files to the web site
- Importance of updating data on the web site.

HIGHLIGHTS

Point #1

The main rules governing the elaboration of a site have been studied. These are guidelines to create a pleasant site in which information is easily found.

Amongst these rules are:

- paying attention to the layout by using pleasant colours, light graphics elements
- always showing the user his position within the site
- paying attention to the “weight” of pages to minimize download time
- favouring usability and navigability of the site.

Point #2

The importance of site contents was stressed. It is essential to properly and carefully define the type and the amount of information the site will offer. It will be distributed in a menu tree with a logic that must be carefully defined so users can easily find the information they need.

Adequate planning must be done before starting any work on pages.

The storage area for files should also reflect this logical organisation to allow for an easy update process of the site.

Point #3

Basic technologies used on the internet were explained. The dialog between a client computer and the web server was detailed. Protocols and languages used were presented:

- File transfers (ftp)
- Requests for web pages (http, tcp/ip)
- Web pages format (html, xhtml)

Point #4

Html language was presented and its main elements described. This language is made of tags that describe internet pages. These pages are plain text files with no specific formatting. Tags are then interpreted by the web browser to render on the screen the display of the page as intended by the creator. Tags open and close (e.g. <table> starts a table definition that ends with </table>).

Among the most important tags we can cite:

- <html> and </html> to define the entire page
- <head> and </head> to define page parameters (not displayed)
- <body> and </body> to define all visible elements of the page
- , <i>, <u>, , etc to define visual aspect of texts
- <table>, <tr> and <td> to define tables.

Point #5

Internet pages hold graphics. These elements can be obtained from picture libraries on the internet, but also from digital pictures or from personal creations of the developer.

Many formats exist to save these files. Nevertheless, only a few are used on web pages:

- Jpeg for digitised images because of the loss of small visual information due to the very nature of this type of compression
- Gif for drawings (logos, sketches) and graphs (statistics) due to the small number of colours available in this format
- Png, similar to gif, but gaining popularity on the web.

Point #6

These images can be created and/or processed using specialised tools. One of them is Paint Shop Pro, introduced in the workshop. Amongst its numerous functionalities, this tool allows working with layers, that is stacking individual simple images to compose the overall final image. The main advantage of this technique is to be able to work on one item of the image independently from the others.

Paint Shop Pro permits the acquisition of images from a scanner device. Scanners possess drivers through which it is possible to act on the device. Images so obtained are editable within the Paint Shop Pro software.

Point #7

Documents found on the web are often in the PDF format. These files are created with Adobe Acrobat which a scaled down version is available freely on the internet in order to read them (Acrobat Reader).

After installation, Adobe Acrobat presents some tools to convert Word, Excel or web documents into PDF files. It also allows merging several documents from various origins into one single PDF file in which a user can create a table of contents using bookmarks.

The software finally offers the possibility to add comments on document and to retrieve from the document the various elements that compose it (texts, images, tables).

Point #8

Authoring tools have been created to hide the complexity of web page creation. Microsoft Frontpage was introduced during the workshop. It allows creating a site structure within which pages are added either from existing templates or from scratch in which components are inserted and positioned manually. Links are then configured through a visual interface, but the underlying html code is also editable.

Point #9

Practical work conducted on individual sites gave an opportunity to test different solutions to some problems, especially regarding page layout. Tables were used to define areas on the page in which elements are placed, but this requires replicating this structure in every single page of the site. Similarly menus were first created as plain texts, then using a graphic element produced with Paint Shop Pro (a menu bar) and inserted in the web page. On this image clickable areas (or hotspots) were defined to activate menu options written on the image. This technique is known as "image maps".

Point #10

Web sites so created must then be transferred to the host's web server. Protocol ftp is used for this purpose and is implemented through client software. Several exist on the internet, and the one introduced in the workshop was FileZilla.

Its setup is simple, and an account must be created afterwards to connect to the server. Parameters (address, login ID, password and account name) are given by the hosting company (or the provider). Once connected, the user interface allows transferring files by drag and drop from the local computer to the remote server so the web site becomes available to the public.

An important aspect was seen regarding the home page file name. It is essential that it be standardised as servers are looking for default filenames in the site's root directory when no page name is given in the web browser. These default names are often index.htm or default.htm. If no such file is found at the site's root, the browser will display the files as if we were using the windows explorer.

Point #11

The workshop gave the opportunity to stress the importance of sharing information among the participants. A network to exchange data and experiences should be created among the people and the institutions working in the area of labour market. To this respect, a first step was taken by opening a topic on the Afristat's internet forum titled "Publishing statistical data: web sites". This should allow the continuation of exchanges initiated during the workshop.

DIFFICULTIES ENCOUNTERED

Conducting the workshop in both French and English has proven to be a difficult task for the expert and reduced the impact of the workshop on the audience.

Nevertheless, at any rate the scheduled timeframe was considered insufficient to adequately cover this very dense workshop, especially the practical work.

EVALUATION OF THE WORKSHOP

An anonymous evaluation of the workshop was made. The form used and the results gathered are included respectively in annexes 3 and 4.

The main results found were that the workshop was considered very useful by all participants and the common wish is to see this training deepened by either a second workshop or a few targeted missions to help the beneficiary institutions on site.

ANNEX 1: List of participants

TRAINING WORKSHOP ON Web site implementation and management

4-8 December 2006, Bamako, Mali

LIST OF PARTICIPANTS

COUNTRY	Surname and First Name	Institution	Postal address	Phone	Email
Cameroon	NTAMACK II Fritz Joseph Emmanuel	Fonds National de l'Emploi (FNE)	BP 10079 Yaoundé	(237) 9548994 (237) 9852679	fritzjosephe@yahoo.fr
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Nigeria	EKAETTE Matthew Nathan	Nigerian Institute of Social and Economic Research (NISER)	PMB 5, U.I Post Office, Oyo, Road ojoo, Ibadan	(234) 802 8735336, (234) 802 2006011	mtthwekaette@yahoo.com
Uganda	TURYASIIMA Milton	Ministry of Gender, Labour and Social Development	POB 7136, Kampala	(256)-772-496059	mturyasiima@hotmail.com mturyasiima@yahoo.com
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ANNEX 2 – program of activities

Monday Dec 4th

08:45 - 09:00	Arrival of participants
09:00 - 09:15	Opening
09:15 - 09:45	Introduction, course presentation Presentation of the equipment (PC, internet access)
09:45 - 10:00	coffee break
10:00 - 12:00	Main rules governing the design of a web site. Site contents: data.
12:00 - 14:30	free lunch
14:30 - 15:45	Example of known sites: + vs - points Choice of site and data organisation
15:45 - 16:00	coffee break
16:00 - 18:00	Files architecture, directory structure Introduction to internet: principles and technologies Introduction to HTML and description of the important tags

Tuesday Dec 5th

08:30 - 10:15	HTML (continued) Graphic files: formats, tools. Introduction to Paint Shop pro.
10:15 - 10:30	coffee break
10:30 - 12:00	Practical work with Paint Shop Pro.
12:00 - 14:30	free lunch
14:30 - 15:45	Scanning of images/documents: introduction and practice Scanner: image processing Scanning of entire documents: what format to choose?
15:45 - 16:00	coffee break
16:00 - 18:00	Introduction to Acrobat Creation of a PDF file with Acrobat

Wednesday Dec 6th

08:30 - 10:15	Offering files for download: how to Summary thus far: what have we seen Implementation: authoring tools An example: Frontpage (introduction, setup)
10:15 - 10:30	coffee break
10:30 - 12:00	First elements of Frontpage (interface), first page.
12:00 - 14:30	free lunch
14:30 - 15:45	Frontpage (continued)
15:45 - 16:00	coffee break
16:00 - 18:00	Frontpage (continued)

Thursday Dec 7th

08:30 - 10:15	Hands on work on the target site
10:15 - 10:30	coffee break
10:30 - 12:00	Hands on work on the target site (suite)
12:00 - 14:30	free lunch
14:30 - 15:45	Hands on work on the target site (suite)
15:45 - 16:00	coffee break
16:00 - 18:00	Hands on work on the target site (suite)

Friday Dec 8th

08:30 - 10:15	Analysis and critics of the sites created
10:15 - 10:30	coffee break
10:30 - 12:00	Analysis and critics of the sites created (continued)
12:00 - 14:30	free lunch
14:30 - 15:45	Improving the site with style sheets
15:45 - 16:00	coffee break
16:00 - 17:00	Global summary, conclusion and closing of the seminar

ANNEX 3 : Evaluation form**Regional Project of Labour Market statistics improvement and Enhancement of Labour Market Information and Poverty monitoring systems in Africa Management**

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EVALUATION FORM/QUESTIONNAIRE D'EVALUATION

We would appreciate it very much if you could fill out this brief questionnaire, and hand it back at the end of the Training. Your opinion is highly valued and will be used to improve the quality of our future training events.

Nous vous serions reconnaissants de bien vouloir prendre un peu de votre temps pour répondre aux questions ci-dessous et nous rendre le questionnaire à la fin du séminaire. Votre opinion nous servira à améliorer la qualité des prochains séminaires de formation

1. Overall usefulness of the Training / *Estimez-vous que cette Formation était*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very useful Très utile	Useful Utile	Not so useful Pas assez utile	Not useful at all Pas du tout utile

2. Please indicate whether the Training has fulfilled .../ *Veillez indiquer si cette formation a comblé*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All my expectations Toutes vos attentes	Some of my expectations Certaines de vos attentes	Any of my expectations Aucune de vos attentes

Please explain which expectations have not been met, and possible reasons for this./
Veillez indiquer vos attentes qui n'auraient pas été satisfaites et la raison éventuelle

3. In general, the contents of the Training have been appropriate and relevant/ *D'une façon générale, le contenu de la Formation était approprié et pertinent*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I completely agree Tout à fait	I agree Pas assez	I do not agree Pas du tout

If you disagree, please explain which contents should have been addressed. *Si pas adapté et pertinent, quel contenu auriez-vous souhaité?*

4. In general, the methodology of the training has been ... / *Estimez-vous que la pédagogie employée était*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very adequate Très bonne	Adequate Bonne	Not really Assez bonne	Not adequate at all Pas du tout bonne

5. The practical works were .../ *Les travaux pratiques étaient*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very useful Très utiles	Useful Utiles	Not really useful Pas assez utiles	Not useful at all Pas utiles du tout

Suggestions for possible improvements of the methodology of the practical works/
Suggestions pour améliorer les travaux pratiques

6. In general, the document shared at the Training (handouts) were.../ En general, les supports de cours étaient

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Very adequate | Adequate | Not really adequate | Not adequate at all |
| Très bons | Bons | Assez bons | Mauvais |

Suggestions for possible improvements of the documenting process/Suggestions pour améliorer les supports de cours

7. In general, the presentations were comprehensible and have been well prepared/ En general, les cours étaient bien préparés et les explications bien claires

- | | | |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I completely agree | I agree | I do not agree |
| Totalement d'accord | D'accord | Pas du tout d'accord |

Suggestions for possible improvements of the presentation and facilitation/Suggestions for améliorer les exposés de cours

8. The organization of the Training was .../ Vous estimez que l'organisation du cours de formation était

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| excellent | good | average | poor |
| Excellente | Bonne | Assez bonne | Mauvaise |

Suggestions for improving the organization / Suggestions pour améliorer l'organisation du cours

9. The duration of the Training was .../Vous estimez que la durée du cours était

- | | | |
|---------------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Too short | Adequate | Too long |
| (Please indicate why) | | (Please indicate why) |
| Trop courte (Indiquer pourquoi) | Adéquate | Trop longue (Indiquer pourquoi) |

10. Other comments/ Autres observations

We thank you very much for your collaboration. / Nous vous remercions de votre collaboration.

Annex 4 - Workshop evaluation results

This is the results of the workshop evaluation and the proposals done by the participants from the 5 countries

1. Overall usefulness of the Training / *Estimez-vous que cette Formation était*

- Very useful/ très utile 5
- Useful/ utile 0
- Not so useful/ Pas assez utile 0
- Not useful at all/ Pas du tout utile 0

2. Please indicate whether the Training has fulfilled .../ *Veillez indiquer si cette formation a comblé*

- All my expectations / Toutes vos attentes 2
- Some of my expectations / Certaines de vos attentes 3
- Any of my expectations/ Aucune de mes attentes 0

3. In general, the contents of the Training have been appropriate and relevant/ *D'une façon générale, le contenu de la Formation était approprié et pertinent*

- I completely agree / Tout à fait 4
- I agree / Pas assez 1
- I do not agree/ Pas du tout 0

4. In general, the methodology of the training has been ... / *Estimez-vous que la pédagogie employée était*

- Very adequate / Très bonne 2
- Adequate / Bonne 2
- Not really/ Assez bonne 1
- Not adequate at all /Pas du tout bonne

5. The practical works were .../ *Les travaux pratiques étaient*

- Very useful/ très utiles 3
- Useful/ utiles 2
- Not so useful/ Pas assez utiles 0
- Not useful at all/ Pas du tout utiles 0

6. In general, the document shared at the Training (handouts) were.../ *En general, le support des cours était*

- Very adequate / Très bons 2
- Adequate / Bons 1
- Not really adequate/ Assez bons 2
- Not adequate at all /Pas du tout bons 0

7. In general, the presentations were comprehensible and have been well prepared/ *En general, les cours étaient bien préparés et les explications bien claires*

- I completely agree / Totalemment d'accord 2
- I agree / D'accord 2
- I do not agree/ Pas du tout d'accord 1

8. The organization of the Training was .../ Vous estimez que l'organisation du cours de formation était

- | | |
|-------------------------|---|
| • Excellent/ Excellente | 3 |
| • Good/ Bonne | 2 |
| • Average/ Assez bonne | 0 |
| • Poor/ Mauvaise | 0 |

9. The duration of the Training was .../Vous estimez que la durée du cours était

- | | |
|---------------------------|---|
| • Too short / Trop courte | 4 |
| • Adequate / Adequate | 1 |
| • Too long/ Trop longue | 0 |

10. Other comments/ Autres observations

- To organize another training session in order to complete aspects not covered by this workshop due to the lack of time
- To provide the relevant software to all country project units for website implementation