

Contributing your own content: Submitting reports



Ways to submit reports

The screenshot displays the EU Agri-food Platform interface. At the top left is the European Union logo. To its right is a search bar and a 'My profile' dropdown menu with a notification badge showing '55'. Below the search bar is a blue button labeled 'Propose content >'. The main navigation bar includes links for Home, About this platform, Updates & insights, Pledges & best practices, Policies & legislation, and a partially visible 'Full' link. Below this is a secondary navigation bar with links for Community & events and an Interactive map. A 'User Name' box with a 'WP' icon is on the left. A 'Welcome' message is in the center. A dropdown menu from 'My profile' is open, showing options: My profile, Bookmarks, Notifications (55), Messages (0), **Propose content** (highlighted with a red box), Account settings, Helpdesk, and Logout. A callout box points to the 'Propose content' option in the dropdown menu.

Propose content >

Propose content

#1 To submit a report on the Stakeholder Support Platform for the Agri-food ecosystem page, you have two options:

1. Click the 'Propose content' button – located in the top right corner or in the left sidebar.
2. Use the 'My profile' menu – expand the drop-down menu under 'My profile' and select 'Propose content'.

Either option will allow you to submit your report.

How to submit a report? (1/4)

What kind of content would you like to propose?

☒ Award winners ?	☐ Best practices ?	☐ Education ?	☐ Events ?
☐ Financial instruments ?	☐ Funding calls ?	☐ Legislation ?	☐ Multimedia ?
☐ Networks ?	☐ News ?		
☐ Policies ?	☐ Programmes ?	☐ Projects ?	☐ Publications ?
☐ Reports ?			

#2 Select 'Reports' – on the 'What kind of content would you like to propose?' page, choose the 'Reports' option.

#3 Accept the Waiver – check the box to confirm that you have read and agree with the Waiver for content proposals, then click 'Create'.

☐ I have read and agree with the [Waiver](#) for content proposals. *

Need assistance? [Contact our helpdesk](#).

Create

Cancel

How to submit a report? (2/4)

#4 Choose the content origin – at the top of the page, decide between:

- **Draft Original Content** – if you are posting new content created directly on the platform.
- **Reference Third Party Content** – if you are referencing material created by, or relating to, an organisation other than the platform owner.

#6 Add the source URL – paste the external link to the source in the 'URL' field (e.g. <https://example.com>). As the **'Link text'**, you can simply write "Access the content source".

#8 Write a short summary – in the 'Summary' field, provide 2–3 sentences describing the report.

Add Reports

Draft Original Content

Reference Third Party Content

Please indicate whether you are posting new content directly on the platform (original) or referencing existing content from another platform (referenced).

Title *

URL

This must be an external URL such as *https://example.com*.

Link text

Please reference any external content with the relevant website link. You can specify here a short text that should be displayed instead of the long URL, but linked to it (e.g. Click on this to access the content source).

Summary *

Publisher *

content item and you will be able to modify it or request its deletion at any time. However, other platform users will see as an author of this content item the value(s) you enter below. Please indicate whether the author of the content is an organisation and, if so, specify its name. Otherwise, please indicate the name(s) of individual author(s).

☒ Individual

☐ Organisation

+

Remove

Add another publisher

Add a note

You can provide any background information here for the content editorial team to assist with publishing your content on the platform.

About text formats ?

#5 Enter the title – fill in the 'Title' field with the short, plain, and informative text. Capture the publication's essence with SEO keywords. Use simple language. Include numbers only when meaningful

7Select the publisher – under 'Publisher', choose your organisation. If it is not listed, click 'Add another publisher' to add it.

How to submit a report? (3/4)



Thumbnail image

Only .jpeg, .webp or .png files. Maximum size is 5MB.

Choose file

#9 Add a thumbnail image – click 'Choose file' to upload an image. Make sure to use a picture that is copyright-free or has a free license.

Content

#10 Add content – under 'Content', select the paragraph type (e.g. 'Rich text') and click 'Add Paragraph'. Use this section to describe the report in more detail than in the summary, dividing the text into sections and paragraphs with titles where applicable.

Please provide the main text divided into several sections and paragraphs, with titles if applicable. You can choose from the following paragraph types: • **Rich Text:** Select this option if you want to upload simple text-based paragraphs with basic formatting. • **Gallery:** Use this option if you want to include several images in a scrollable format. • **Iframe:** Choose this option if you want to embed media content, such as a video, within your content. • **Quote:** Use this option if you want to cite a statement or excerpt from someone.

Paragraph type

Rich text



Add Paragraph to Content

How to submit a report? (4/4)

Add an attachment

You can select and upload one or multiple files from your computer using the widget below. These will be visible to other platform users; they will be able to view and download them when visiting the content page.

Add Document to Attachments

#11 Add an attachment – under 'Add an attachment', click 'Add Document' to upload the report file, or alternatively provide a link to the page where the report is available. This makes it easier for other users to access the content.

Tag your content item *

Please select at least one term that better suits the proposed content item from each of the following lists:

Geographical descriptors *

Select ▼

Organisation Type *

Select ▼

CoC aspirational objectives *

Select ▼

#12 Tag your content item – select at least one descriptor from each of the following lists:

1. Geographical descriptors – the area the report relates to.
2. Organisation Type – the type of organisations the report concerns.
3. CoC aspirational objectives – the relevant building block from the Code of Conduct aspirational objectives.

Related content items

If you are aware of another content item existing in this platform that is directly related to the one you are currently proposing for publication, you can search and select it using the widget below.



Remove

#13 Add related content items (optional) – if you are aware of another content item on the platform that is directly related to your report, use the search widget under 'Related content items' to find and select it. Click 'Add another item' to link more items.

#14 Save or submit – click 'Save' to keep your draft, or 'Submit' to send the report for review.

Save

Submit

Report Submission Checklist – EU Agri-food Platform

Step	Item to Check	✓
01. Start	Log in & click " Propose content "	☐
02. Type	Select " Reports ", accept Waiver, click " Create "	☐
03. Content type	Choose Draft Original OR Reference Third Party	☐
04. Title	Add a short, clear title	☐
05. URL	Add source link + link text	☐
06. Publisher	Select your organisation	☐
07. Summary	Write 2–3 sentence summary	☐
08. Thumbnail	Upload image (.jpeg/.webp/.png, max 5 MB, copyright-free)	☐
09. Content	Add paragraph(s) with detailed text	☐
10. Attachment	Upload report file or add a link	☐
11. Descriptors	Select 1 term from each: Geographical / Organisation Type / CoC objectives	☐
12. Related items	(Optional) Link related content	☐
13. Finish	Click Save (draft) or Submit (for review)	☐

Thank you

