FAPDA Tool
USER GUIDE
2017
1. **OVERVIEW OF THE FAPDA TOOL**

The **Food and Agriculture Policy Decision Analysis (FAPDA)** promotes evidence-based decision making by collecting and disseminating information on policy information through a freely accessible web-based tool.

The FAPDA tool provides an electronic repository for food and agriculture policies in over 130 countries. The FAPDA tool facilitates policy research and analysis by enabling the identification of policy trends, allowing an initial assessment of policy coherence.


2. **HOW TO NAVIGATE THE FAPDA TOOL?**

1. Choose a language in the top right of the page to help you navigate through the tool;
2. The map shows FAPDA country coverage and the countries for which a policy fact sheet is available;
3. The latest policies available in the tool are visible on the panel below the map;
4. Policy decisions and frameworks can be retrieved using the filters and/or the free text search;
5. User guide can be consulted here;
6. Policy decision classification used by the FAPDA tool;
7. New policies can be submitted to the FAPDA team through an online form;
8. The RSS feeds enable access to the latest updates on policy developments.
2.1 Latest policies

The tool homepage displays the latest policies available in the tool. By clicking on the title, more detailed information on the selected policy decision will be displayed. The latest policies are also visible on the FAPDA web page.

2.2 Filter policy information

On the left-hand side of the web page, policy information can be filtered by one or more of the following filters:

- Country/Region
- Date
- Policy Decision
  - Policy Classification
  - Food Security Dimension
  - Commodity
- Policy Framework

For each filter (except the date), clicking on the icon next to each entry list will make a dropdown list appear with the next level of sub-categories.

Once the selection is made, click on the Apply filter button and the information will appear in the Policy Decisions/Policy Frameworks panel.
By Country/Region

By clicking on **Country/Region**, policies can be retrieved based on geographic criteria. The selected areas will automatically be highlighted on the map.

- By clicking on **Region**, a drop-down list will appear where regions, sub-regions and countries can be selected.
- By clicking on **Country**, you can type in the name of the country or choose from the drop-down list.
- Additionally, by clicking on **REC/Customized group** allows you to choose between different RECs (Regional Economic Communities) and/or a customized group of countries.

By Date

By clicking on the **Date** button, policies can be retrieved according to the initial and/or end date of the policy announcement and/or implementation.

Alternatively, the most recent policy decisions can be selected through the four shortcuts proposed:

- Past 6 months;
- Past year;
- Past 2 years;
- Past 3 years.
– **By Policy decision**

In the FAPDA tool, policy decisions can be retrieved according to three main domains: **Policy classification, Food security dimension, Commodity**.

Clicking the domain tab will display a drop-down list of sub-categories. The policy decisions can be filtered by more than one category or combination of sub-categories at the same time.

**Policy classification**: this classification has four sub-categories and allows to sort the policy decisions by consumer-oriented, producer-oriented and trade-oriented. Four levels classification enables the precise systematization of the policy decisions and facilitates the research process. Detailed FAPDA classification can be downloaded from here [www.fao.org/3/a-bc358e.pdf](http://www.fao.org/3/a-bc358e.pdf)

More than one category and/or subcategory can be selected at the same time.

**Food security dimension**: this classification has two sub-categories and allows to sort policy decision by pillars of food security: access to food, availability of food and utilization of food. More than one dimension or combination of dimensions can be selected at the same time.

**Commodity**: this classification has two sub-categories and allows to sort policy decision by specific commodities. More than one commodity or group of commodities can be selected at the same time.

– **By Policy framework**

Policy frameworks in the tool are classified into eight categories. By clicking the category tab, a drop-down list of sub-categories will displayed. The policy framework has two sub-categories and can be filtered by more than one category or combination of sub-categories at the same time.
2.3 Policy decisions panel

Once the filter(s) for Policy decision have been applied, the results of the search will appear on the Policy decisions panel below the map. The Policy decision panel shows the list of policy decisions in chronological order by default and can be sorted by the following columns:

- Country;
- Policy Classification (FAPDA classification);
- Policy direction (introduction, increase, decrease, continuation or removal);
- Policy phase (announcement or implementation);
- Initial date;
- Commodity (if applicable).

The information shown for every policy decision in the panel can be expanded by clicking on the sign on the top right corner. Additionally, Fact Sheet for available countries and Download Data options are provided. These options are explained further.

The policy decision information includes the following details:

- Policy Classification details;
- Brief description;
- Context and additional information (if available);
- Policy decision-making institution;
- Budget (if available);
- Beneficiaries (if available);
- Source name;
- File (the original source document);
- Link (the online source).
2.4 Policy framework panel

Once the filter(s) for Policy framework have been applied, the results of the search will appear on the Policy framework panel below the map. The panel shows the list of policy frameworks in chronological order and can be sorted by the following columns:

- Country;
- Title;
- Date of adoption;
- Type of policy document.

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<th>Policy framework panel</th>
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The policy framework panel can be expanded by clicking on the sign on the top right corner. The policy framework information can be consulted by:

- Brief description;
- Source name;
- Downloading the source document;
- Accessing the online source by clicking on the link provided.
2.5  Free text search

Policy decisions and policy frameworks can also be retrieved by using the free text search. This option enables the search for single terms or phrases in the description of the policy decisions/frameworks.

For example, typing “energy” in the free text search box will retrieve all policy decisions with this key word in their description. The term searched will be highlighted in red in the description.
3. FEATURES

In addition to the search and retrieval of policy decisions/frameworks information, the FAPDA tool has additional features.

3.1 Map and country policy fact sheets

The map shows the countries currently covered, countries with information up to 2012, countries featuring only forestry policies and the countries not covered by FAPDA, as indicated in the legend below the map. The map also highlights by the icon 📍 the countries for which a fact sheet on recent food and agriculture policy trends is available. **Country policy fact sheets** synthesize national food security and nutrition policy frameworks and highlight trends in key national policy decisions.

3.2 Generate and download reports

The FAPDA tool can generate different types of ad hoc reports based on search results. By clicking on the Download Data button at the top right of the policy decisions panel, it is possible to select the type and format of the report to download.

The FAPDA tool can generate the following types of report:

- By Matrix (for each sub-category of the FAPDA policy classification);
- By Details (report with full descriptions);
- By Word (key word will be highlighted, when using free text search).
3.3 Additional features

User Guide:
FAPDA Tool User Guide can be downloaded here [www.fao.org/3/a-bc357e.pdf](http://www.fao.org/3/a-bc357e.pdf)

Policy Decision classification: Official FAPDA classification of policy decisions facilitates the consultation of the FAPDA tool and it can be downloaded here [www.fao.org/3/a-bc358e.pdf](http://www.fao.org/3/a-bc358e.pdf)

Submit new policy decision: FAPDA tool is a public good, and users are invited to submit new policies related to agriculture, food security and nutrition, filling the special form. Decisions submitted through this form undergo validation from the FAPDA team before being published.

RSS feeds: Updates on specific countries, regions, RECs and/or latest policies and developments can be obtained by subscribing.

CONTACT

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