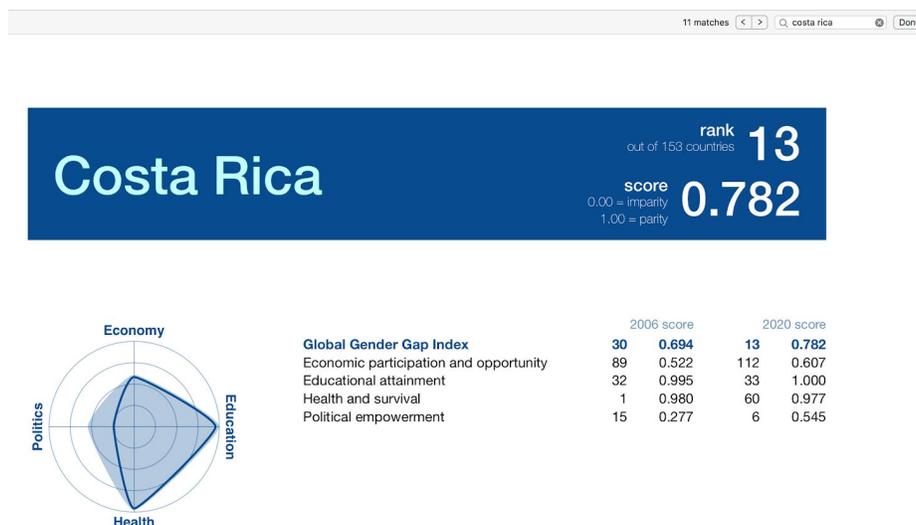# Voces Vitales Costa Rica: Infographic Implementation Guide

Overview: This implementation guide provides VVCR with the steps necessary to update the infographic information system annually. Included in this guidance are the links and location of the statistics as well as steps to make the edits on the infographic itself. The guidance follows the same order that the statistics fall on the infographic.
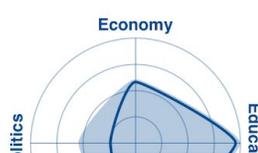
Updating the Statistics:

1. Costa Rica Global Gender Gap Report Ranking
   - Category: Human Rights
   - Link: https://www.weforum.org
   - Instructions: Click the link, Click the search icon in the top right corner of the task bar at the top of the page, type in "global gender gap report", and click (located on the left hand side of the screen) the appropriate global gender gap for the year you are searching (For example, the 2020 report title will read "Global Gender Gap Report 2020). Once on the report page, on the right hand side, under report click "download PDF". The PDF should appear in a new window. Then either search through the PDF for Costa Rica, or hold down Ctrl F, until the search/find bar appears and type in "Costa Rica", click enter once until you reach a part of the PDF similar to the one seen below. Then use the rank and score provided to the side of the Costa Rica heading seen below.

		2006 score		2020 score	
Global Gender Gap Index		30	0.694	13	0.782
Economic participation and opportunity		89	0.522	112	0.607
Educational attainment		32	0.995	33	1.000
Health and survival		1	0.980	60	0.977
Political empowerment		15	0.277	6	0.545

2. Women sexual/ physical violence and early marriage
    ● Category: Human Rights
    ● Link:https://evaw-global-database.unwomen.org/en/countries/americas/costa-rica?pageNumber=2
    ● Instructions: Click the link, the statistic is at the top under the heading: Prevalence Data on Different Forms of Violence against Women
3. Reported Human Trafficking
    ● Category: Human Rights
    ● Link:https://observatoriodegenero.poder-judicial.go.cr/soy-especialista-y-busco/estadisticas/delitos-sexuales/
    ● Instructions: Click the Link. Scroll all the way to the bottom and there will be a table that has information about sex crimes with a split between male and females. Click the table to download a microsoft excel sheet with all the data. To get the number for human trafficking, it is a total of three numbers. To get the three numbers, look at only the women's column. The first number is human trafficking, the second is aggregvated pimping, and the third number is paid sexual acts with minors. Add all three together to get the amount of women that fell to human trafficking. Use the number to update the old number for human trafficking.
4. Reported Femicides
    ● Category: Human Rights
    ● Link:https://observatoriodegenero.poder-judicial.go.cr/soy-especialista-y-busco/estadisticas/femicidio/
    ● Instructions: Click the link. Scroll down until you find a table that lists the amount of homicides of women of the year that you want. Above the table will be a small summary of the amount of homicides that count as femicides. Take that number and update the old number.
5. Gender Equality for Economic Opportunity and Educational Attainment
    ● Category: Economic Empowerment
    ● Link: https://www.weforum.org
    ● Instructions: Follow Instructions for Global Gender Gap Report Ranking (number 1 in this list), and use the corresponding year's rank and score next to "economic participation and opportunity" and "educational attainment"

	2006 score		2020 score	
Global Gender Gap Index	30	0.694	13	0.782
Economic participation and opportunity	89	0.522	112	0.607
Educational attainment	32	0.995	33	1.000
Health and survival	1	0.980	60	0.977
Political empowerment	15	0.277	6	0.545

6. Percent of females that are in corporation jobs
    ● Category: Economic Empowerment

- Link:https://www.inamu.go.cr/web/inamu/estadisticas-prueba
- Instructions: Click the link. This will bring you to a list of statistics. On the bottom of the web page there will be statistics that shift from one statistic to another. The third one that pops up is the statistic that shows the amount of people in corporation jobs and it will also show the percent of women that are part of the total amount of corporation jobs.

7. Unemployment Rates
   - Category: Economic Empowerment
   - Links:https://data.worldbank.org/indicator/SL.UEM.TOTL.FE.ZS & https://data.worldbank.org/indicator/SL.UEM.TOTL.MA.ZS
   - Instructions: There are two links. The first link is the unemployment rate for females. To find the statistic, click the link and there will be all of the countries' rates for unemployment. Scroll until you see Costa Rica. The number next to Costa Rica is the rate for Costa Rica. Repeat with the second link for the unemployment rate for men.

8. Gender Equality in Politics
   - Category: Political Participation
   - Link: https://www.weforum.org
   - Instructions: Follow Instructions for Global Gender Gap Report Ranking (number 1 in this list), and use the corresponding year's rank and score next to "political empowerment"

		2006 score		2020 score	
Global Gender Gap Index		**30**	**0.694**	**13**	**0.782**
Economic participation and opportunity		89	0.522	112	0.607
Educational attainment		32	0.995	33	1.000
Health and survival		1	0.980	60	0.977
Political empowerment		15	0.277	6	0.545

9. Percent of female Delegates and Mayors
   - Category: Political Participation
   - Link:https://tse.go.cr/nuestros_gobernantes.htm
   - Instructions: Click the Link. There are two pdfs that need to be downloaded. The first one is the Delegations of the Assembly pdf. This pdf will give you the amount of Delegations in Costa Rica. Count all of the female names and the total amount. To get the percent that are female, divide the amount of female Delegations by the total amount of Delegations to get the percent of delegations that are female. The second statistic is the percent of mayors that are female. To get this statistic click on the drop down arrow next to PDF underneath mayors start year- end year. There will be the seven districts of Costa Rica including- Saint Joseph, Alajuela, Carthage,Heredia, Guanacaste, Puntarenas, Lemon. To get the statistics for women mayors, click on each of the districts individually, and count up all of the mayors first in command that are women and the total amount

of mayors that are first in command. Add up all of the women mayors and add the total amount of all mayors. Divide the amount of women mayors by the total mayors to get the percent of mayors that are women.

Updating the Infographic:
1. Costa Rica Global Gender Gap Report Ranking
   - Click the textbox inside the small circle to edit Costa Rica's ranking
   - Click the textbox to the right to update the sentence with the new ranking
2. Women sexual / physical violence and early marriage
   - Click the textboxes to edit the statistics
   - Click on the statistic image, Select the "Fill %" option from the toolbar, Change the number to the new statistic
3. Reported Human Trafficking
   - Move the box that outlines the text out of the way
   - Click the textbox to edit the statistic
   - Click on the statistic image, Using the toolbar on the top left- make edit the number of icons using the "row"/ "column"/ "color one and two" tools
   - Move the outline back over the text and center with the text
4. Reported Femicides
   - Move the box that outlines the text out of the way
   - Click the textbox to edit the statistic
   - Click on the statistic image, Using the toolbar on the top left- make edit the number of icons using the "row"/ "column"/ "color one and two" tools
   - Move the outline back over the text and center with the text
5. Gender Equality for Economic Opportunity and Educational Attainment
   - Click the textboxes to edit the statistics
   - Click on the statistic image, Select the "Fill %" option from the toolbar, Change the number to the new statistic
6. Percent of females that are in corporation jobs
   - Click the textboxes to edit the statistics
   - Click on the statistic image, Select the "Fill %" option from the toolbar, Change the number to the new statistic
7. Unemployment Rates
   - Click the textboxes to edit the statistics
   - Click the statistic image, Select the "Fill %" option from the toolbar, Change the number to the new statistic (repeat for both the male icon and female icon)
8. Gender Equality in Politics
   - Click the textboxes to edit the statistics

- Click the arch, Select "Edit Chart" in the top left corner, Edit column "B" to change the percentage

9. Percent of female Delegates and Mayors
    - Click the textboxes to edit the statistics
    - Click the arch, Select "Edit Chart" in the top left corner, Edit column "B" to change the percentages