How to plan Capacity Development Activities

Learn how to plan Capacity Development Activities (CDAs) in MEL
Go to mel.cgiar.org and login to your account

Use your email and password to login
Click on «Forgot password?» if you need to change your credentials
Before you start

Remember that:

1) Only cluster leaders and co-leaders and product leaders and co-leaders may create new deliverables through the Activity/Product Manage section.

2) Everyone can add Capacity Development Activities at CRP level. The platform gives the option to link CDAs with relative projects or products (see below how to do this).

* Once you have clicked on Add New, it will open a window with 5 steps - each asking necessary information. On step 2 (Funding info) you can specify the Project or Product and corresponding output(s) under which the CDA is produced/linked to.
Option 1: Click on the Planning menu and then on "New Capacity Development Activity".

You can use the list of Capacity Development activities displayed in the planning dashboard under the section CapDev to plan for a new activity by clicking on "New Capacity Development Activity".
Option 2: Click on the "Manage" button next to the desired Activity/Product.

Product leaders/co-leaders can add or edit CDAs through the <<Manage>> functionality beside the Product of interest.
Click on the <<New Capacity Development Activity>> & Fill in the 5 Steps.

If you do not have accurate information for filling in all the 5 steps, then Save as Draft. This allows to edit the information successively. If the information is updated and accurate, and you are ready to report it, click on <<Submit>>. Once submitted it is no longer possible to edit. The CDA will then go for review and approval to the Cap Dev coordinator.
Edit the Capacity Development Activity

The Edit Action allows to check and modify the information entered to ensure completion an accuracy.

For a detailed guideline on how to add /edit a New Capacity Development Activity, follow up the steps described in Add New Capacity Development (CapDev) Activity page.
For more detailed information on how to use MEL please use the online guide

You need support?
Chat with us or send us an email

Thanks for using