

How to plan Policy/Impact case

Learn how to plan (with some reference to reporting)
a Policy/Impact Case in MEL



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How to plan a Policy/Impact case

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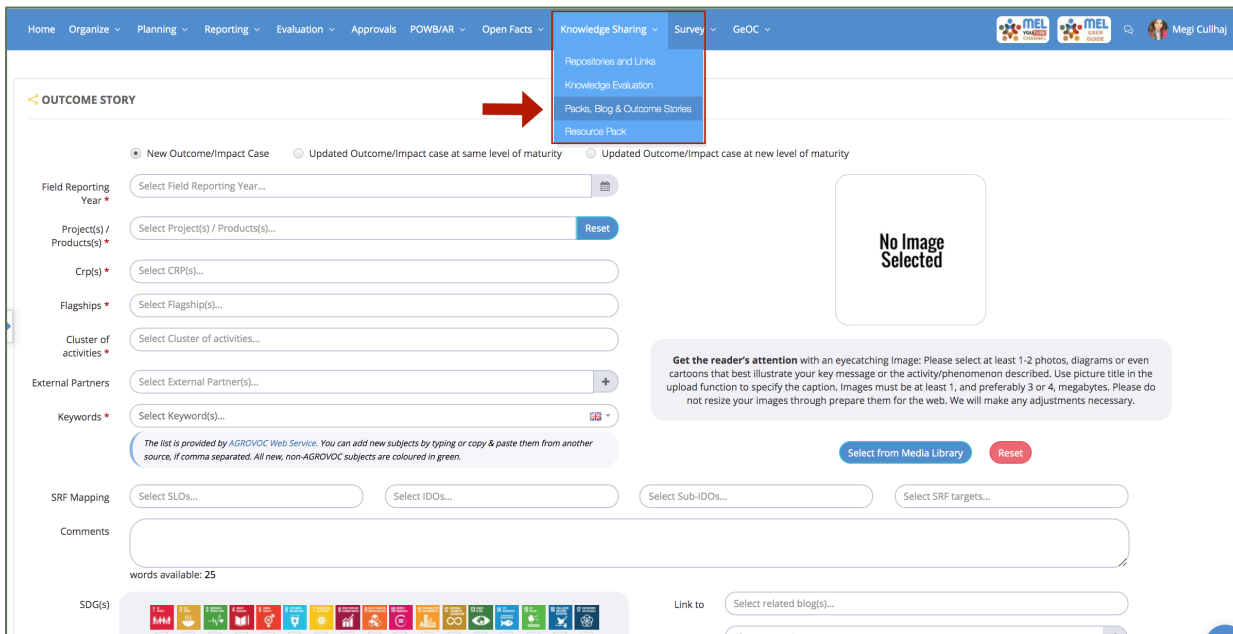


Before you start

Remember that:

- 1) The main purpose of Policy/Outcome case is to **capture and identify changes (any of the 3 stages)** in Knowledge, skills, practices, behaviors, attitudes, policies/and or investments emerged with as a result of an intervention/research.
- 2) When planning (and reporting) a policy case it is important to also analyze the dimension and significance of **cross-cutting themes** within the change generated.
- 3) Also, you should be able to provide **evidence** of the change.

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*The picture is an overview of the section used to write outcome/policy cases for reporting purposes. This will generate a public page, whose link will be used to report the case. +++++





To start, click on the "Manage" button next to the *Activity/Product* or *Output* of reference

Product leaders/co-leaders can add a Policy/Impact case through the <<Manage>> functionality beside the Product or directly on the output that the policy case refers to.

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Management Summary	
DELIVERABLES	0
PROJECTS	64
ACTIVITIES/PRODUCTS	1

ACTIVITY/PRODUCT

FISH-CCSI.M&E - Monitoring, Evaluation and Impact Assessment

Activity/Product Co-Leader

Manage

OUTPUT

CapDev

New Capacity Development Activity+



Create a new output

1. Go to the *Output* section and on <<Click Add New>> to create an output specific for the policy/outcome case(s).
2. Suggestions on denominations:
 - *Code*: Policy or Impact
 - *Output Name*: Activity/intervention/project induced change captured
3. Fill in all the fields in the new opened window & <<Save changes>>

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The screenshot displays the MEL system interface. The top navigation bar includes 'Home', 'Organize', 'Planning', 'Reporting', 'Evaluation', 'Approvals', 'POWB/AR', 'Open Facts', 'Knowledge Sharing', 'Survey', 'GeOC', and user profile 'Megi Cullhaj'. The main content area is titled 'Monitoring, Evaluation and Impact Assessment' and features a sidebar with navigation options: 'Activity/Product info', 'Research Team', 'Partners', 'Output' (highlighted), 'Capacity Development Activities', 'Outcome', 'Impa', 'Rese', and 'Budge'. A yellow notification banner states 'Note: Impact Pathway is not complete'. A red box highlights the 'Add New +' button, with a red arrow pointing to it. Below the sidebar is a table of 'Outputs' with columns: ID, Code, Output, Type, Role, Start Date, End Date, and Actions. A red box highlights the 'Output' column header. A 'New Output' modal window is open, showing fields for 'Output Responsible', 'Code', 'Indicator Type', 'Start Date', 'Co-Responsible', 'Output Name', and 'End Date'. A red arrow points from the 'Add New +' button to the modal. The modal has 'Save changes' and 'Close' buttons at the bottom.

ID	Code	Output	Type	Role	Start Date	End Date	Actions
7361	FISH-CCSI.M&E.1	Ex-ante impact assessment and foresight studies designed and carried out	Knowledge	You don't have any responsibility	2019-01-01	2019-12-31	Edit Edit OECD Relevance Partners Deliverables CRP-Collaboration Delete



Add deliverable(s) on the created policy

Click on <<Deliverables>> beside the policy/impact case created output. This will open a new window. Create a deliverable by clicking on <<Add New>>.

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The screenshot shows the MEL platform interface. At the top is a navigation bar with menu items: Home, Organize, Planning, Reporting, Evaluation, Approvals, POWB/AR, Open Facts, Knowledge Sharing, Survey, and GeOC. The user is logged in as Megi Cullhaj. The main content area is titled 'Monitoring, Evaluation and Impact Assessment' and includes a 'Note: Impact Pathway is not complete' and an 'Add New +' button. A sidebar on the left lists various categories, with 'Output' highlighted in blue and a red arrow pointing to it. The 'Outputs' table contains one record with ID 7361, Code FISH-CCSI.M&E.1, and a description 'Ex-ante impact assessment and foresight studies designed and carried out'. A red box highlights the 'Deliverables' link in the 'Actions' column, with a red arrow pointing to it. A modal window titled 'Deliverables for MEL platform efficiently and effectively implemented in WorldFish' is open, showing an 'Add New +' button and a table with one entry: ID 16798, Delivery Date 2019-07-31, Type Other, Description 'General Flowchart describing the MEL Knowledge Sharing Process is designed', and Responsible 'Cristiano Rossignoli'. A red arrow points from the 'Deliverables' link in the main table to the 'Add New +' button in the modal. A vertical bar on the right side of the page contains five colored squares: blue, green, orange, yellow, and red.

ID	Code	Output	Type	Role	Start Date	End Date	Actions
7361	FISH-CCSI.M&E.1	Ex-ante impact assessment and foresight studies designed and carried out	Knowledge	You don't have any responsibility	2019-01-01	2019-12-31	Edit, Edit OECD Relevance, Partners, Deliverables, CRP-Collaboration, Delete

ID	Delivery Date	Type	Description	Responsible	Actions
16798	2019-07-31	Other	General Flowchart describing the MEL Knowledge Sharing Process is designed	Cristiano Rossignoli	View



The steps for adding a deliverable

After having clicked on <<Add New>>, a new window will appear asking some key information on the deliverable planned. Follow all steps as illustrated, trying to fill in as much information as possible.

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The screenshot shows a 'New deliverable' form with the following fields and options:

- 1 Title ***: A text input field.
- Description**: A larger text input field.
- 2 Delivery Date ***: A date picker with a calendar icon.
- 3 Assign Deliverable To ***: A dropdown menu with 'Select leader...'.
- Crops**: A dropdown menu with 'Select Crop...'.
- 4 Countries ***: A dropdown menu with 'Global' selected.
- CRPs ***: A list of CRPs, with 'CRP on Fish Agri-Food Systems - FISH - Malaysia, Penang' selected.
- 5 Result Type ***: A grid of radio button options:
 - Audio, Blog, Book, Book Chapter
 - Brief, Brochure, Conference Paper, Conference Proceedings
 - Dataset, Equation, Image, Journal Article
 - Manual, Map, News Item/Press Item, Newsletter
 - Other, Poster, Presentation, Report
 - Software, Source Code, Template, Thesis
 - Tool, Training Material, Video, Website
 - Wiki, Working Paper
- 6**: A red box highlights the 'Save changes' button at the bottom right, next to a 'Close' button.

When you've filled in all the the information, click on «Save changes»



Reporting Stage: Develop and Submit the Policy case through the Knowledge Sharing module

(The following actions are to give an overview on the workflow policy case on MEL. None of these is to be performed during the planning phase.)

- Develop the case in the set format through the *Outcome Stories* section located under the **Knowledge Sharing Module** (Guidelines provided on the MEL online guide)
- Save and Submit (it will then undergo a review and approval procedure before being published publicly.)

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- Report the case in the Reporting section under the output it has been associated with by adding the link to the online version published through the Outcome Stories Module (detailed guideline on the MEL online guide).





For more detailed information on how to use MEL please use the [online guide](#)

You need support?

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