How to plan Policy/Impact case

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

RESEARCH PROGRAM ON
Fish
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IN PARTNERSHIP WITH

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JAMES COOK UNIVERSITY
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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/forgot your credentials

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.

3
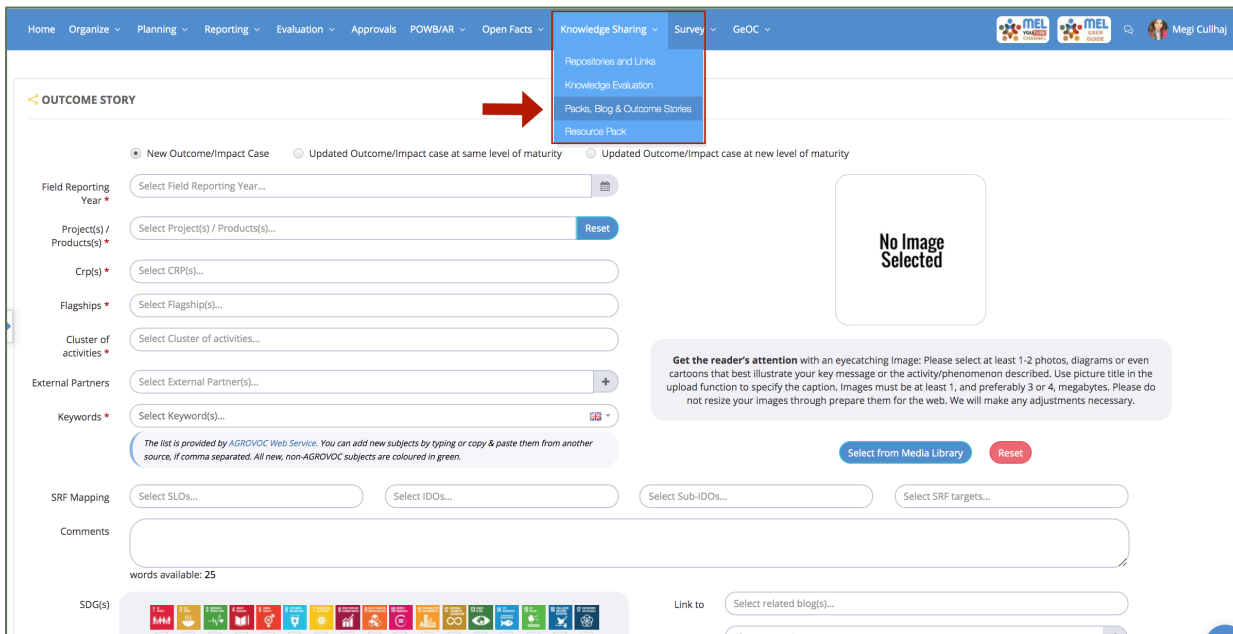
*The picture is an overview of the section used to write outcome/policy cases for reporting purposes. This will generate a public page, whose link will be used to report the case. +++++

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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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>>

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>>.

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.

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.

- 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

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