

# How to plan Outputs

Learn how to plan outputs in MEL



**RESEARCH  
PROGRAM ON  
Fish**

LED BY



IN PARTNERSHIP WITH





# Go to [mel.cgiar.org](http://mel.cgiar.org) and login to your account

How to plan outputs

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 outputs

The “Add New” button will only appear in their pages

How to plan deliverables

Monitoring, Evaluation and Impact Assessment Manage Product

Note: Impact Pathway is not complete ⓘ

**Add New +** ←

Activity/Product info  
Research Team  
Partners  
**Output**  
Capacity Development Activities  
Outcome  
Impact Pathway  
Research Phase  
Budget ⓘ

Outputs records Search:

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	<a href="#">Edit</a>   <a href="#">Edit OECD Relevance</a> <a href="#">Partners</a>   <a href="#">Deliverables</a> <a href="#">CRP-Collaboration</a>   <a href="#">Delete</a>

• Output is missing incoming connection(s).  
• Output outgoing connection(s) are short by 100%.

2) Output leaders and co-leaders have the right to edit the information related to the output(s) under their responsibility





# Click on the Planning menu and select the framework

You may select CRP, Center or Projects depending on the framework under which you have to create/edit your output. This guideline refers to planning at the CRP Level.

Management Summary	
DELIVERABLES	0
PROJECTS	64
ACTIVITIES/PRODUCTS	1

How to plan outputs

If you have the right and you want to create a new output, select the related Activity/Product and click on «Manage»

ACTIVITY/PRODUCT

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

Activity/Product Co-Leader

Manage

OUTPUT

CapDev

New Capacity Development Activity+





# Select the «Output» tab and click on «Add New»

How to plan outputs

The screenshot shows 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 header is 'Monitoring, Evaluation and Impact Assessment' with a 'Manage Product' link. A sidebar on the left lists navigation options: Activity/Product info, Research Team, Partners, Output (highlighted with a red box), Capacity Development Activities, Outcome, Impact Pathway, Research Product, and Budget. 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 titled 'Outputs' with columns: ID, Code, Output, Type, Role, Start Date, End Date, and Actions. A row is visible with ID 7361, Code FISH-CCSI.M&E.1, and Output 'Ex-ante impact assessment and foresight studies designed and carried out'. A 'New Output' modal form is open, showing fields for Output Responsible (Select leader...), Co-Responsible (Select Scientist...), Code (FISH-CCSI.M&E.), Output Name, Indicator Type (radio buttons for Frameworks and concepts, Knowledge, Data, Tool, Value Chain assessment, Agro-Ecosystem analyzed/characterized, Innovation Platform, Technologies and practices, Policy analysis), Start Date (Start Date...), and End Date (End Date...). The form has 'Save changes' and 'Close' buttons at the bottom right.

Provide the needed information to characterize the new output and then save the changes.





# The steps for editing new and existing outputs are the same. Leaders of outputs, products and clusters may follow the same instructions

In the «Output» tab, identify the output you want to update and click on «Edit»

How to plan outputs

Home Organize Planning Reporting Evaluation Approvals POWB/AR Open Facts Knowledge Sharing Survey GeOC MEL VOICED CHANNEL MEL VOICED GUIDE Megi Cullhaj

Monitoring, Evaluation and Impact Assessment Manage Product

Note: Impact Pathway is not complete

Add New +

Activity/Product info  
Research Team  
Partners  
**Output**  
Capacity Development Activities  
Outcome  
Impact Pathway  
Research Phase  
Budget

Outputs

All records Search:

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	<a href="#">Edit</a> <a href="#">Edit OECD Relevance</a> <a href="#">Partners</a> <a href="#">Deliverables</a> <a href="#">CRP-Collaboration</a> <a href="#">Delete</a>

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# Revise and complete all the information related to the output

How to plan outputs

**Edit Output**

Output Responsible \* Cristiano Rossignoli - WF

Co-Responsible Megi Cullhaj - WF

Code \* FISH-CCSI.M&E. 4

Output Name \* MEL platform efficiently and effectively implement

Indicator Type \*  Frameworks and concepts  Knowledge  Data  Tool  Value Chain assessment  
 Agro-Ecosystem analyzed/characterized  Innovation Platform  Technologies and practices  Policy analysis

Start Date \* 2019-01-01

End Date \* 2019-12-31

Description/Focus \* MEL platform efficiently and effectively implemented in FISH

Geographical Focus Global

Crops Fish

Agro-ecological zone Select zone...

Collaborating Scientists Innocent Bikara - WF

Comments

Save changes Close

Of particular relevance : 1) End date, 2) List of collaborating scientists.  
When you've updated the information, click on «Save changes»





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  **MEL**  
monitoring  
evaluation and  
learning

