

How to submit the Milestones for the yearly Research Program Planning

Learn how to finalize the submission of the Milestones in MEL



RESEARCH
PROGRAM ON
Fish

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Go to mel.cgiar.org and login to your account

How to submit the Milestones on MEL

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 Flagship Leaders may finalize the submission of the Milestones for the Flagship under their responsibility

How to submit the Milestones on MEL

The screenshot shows the MEL web application interface. At the top, there is a navigation bar with various menu items: Home, Organize, Planning, Reporting, Evaluation, Approvals, POWB/AR, Open Facts, Knowledge Sharing, Survey, and GeOC. A search bar is located on the right side of the navigation bar. Below the navigation bar, the 'Planning' section is active, and a dropdown menu is open, showing 'CRP', 'Center', and 'Projects'. The 'CRP' option is highlighted with a red box and a yellow circle containing the number '1'. Below the 'CRP' dropdown, there are tabs for 'Phase1', 'Extension Phase1', and 'Phase2'. The main content area displays a list of categories: 'CLUSTER', 'ACTIVITY/PRODUCT', 'OUTPUT', and 'MILESTONES'. The 'MILESTONES' category is highlighted with a red box and a yellow circle containing the number '2'. Below the 'MILESTONES' category, there is a search bar and a list of items. The first item is 'FISH CRP-FP1 - Sustainable aquaculture', which is highlighted with a red box and a yellow circle containing the number '3'. To the right of this item, there is a 'Manage' button, which is also highlighted with a red box.

Follow the steps 1 to 3 to access the Milestones revision module:





Click on «See Milestones» under the Outcome of interest to access the Milestones for that Outcome.

How to submit the Milestones on MEL

The screenshot shows the MEL Outcome Targets interface. The top navigation bar includes Home, Organize, Planning, Reporting, Evaluation, Approvals, POWBIAR, Open Facts, Knowledge Sharing, Survey, and GeOC. A search bar is present on the right. The main content area is titled "Outcome Targets" and "Outcome Target Records | FISH CRP-FP1 - Sustainable aquaculture". It features a table with columns for Code, Outcome Target Title, Cluster, SLOs, Completed Year, and Actions. A red box highlights the "See Milestones" link in the Actions column for the first row (OUTCOME 1.1), with a red circle containing the number 4. An inset window shows the "Milestones" view for "FISH CRP-FP1-OUTCOME 1.4", displaying a table with columns for Code, Milestones, Means of verification, Assessment of risk to achieve that milestone (L/M/H), For medium/high please select the main risk, Cluster(s), Proposed by, and Actions. The inset window also shows a search bar and pagination controls.

| Code | Outcome Target Title | Cluster | SLOs | Completed Year | Actions |
|-------------|---|---|---|----------------|-------------------------------|
| OUTCOME 1.1 | 1.5 million households have access to and are using our selectively improved, faster growing and more resilient strains of tilapia and carp seed using our selectively improved, faster growing and more resilient strains of tilapia and carp seed | FP1-1 - Fish breeds and genetics FP1-3 - Aquaculture systems | 1 - Reduced Poverty | 2022 | Edit See Milestones |
| OUTCOME 1.2 | 2.5 million households have adopted disease detection and control strategies, cost-effective and sustainable aquafeeds and/or improved aquaculture management practices | FP1-2 - Fish health, nutrition and feeds | 1 - Reduced Poverty 2 - Improved food and nutrition security and health 3 - Improved natural resources systems and ecosystems services. | 2022 | Edit See Milestones |
| OUTCOME 1.3 | 4.8 million mt of annual farmed fish production with reduced environmental impact and increased resource efficiency (measured by | FP1-3 - Aquaculture systems | 3 - Improved natural resources systems and ecosystems services. A - Climate Change | 2022 | Edit See Milestones |

| Code | Milestones | Means of verification | Assessment of risk to achieve that milestone (L/M/H) | For medium/high please select the main risk | Cluster(s) | Proposed by | Actions |
|--------------------|---|---|--|--|-----------------------------|-------------|--|
| MIL 1.4.1 - 201718 | Public-private sector partnerships or platforms for sustainable aquaculture R&D convened (and led by national partners) in one more focal country in Africa and two focal countries in Asia | Meeting reports; Journal Articles | L | | FP1-3 - Aquaculture systems | | Edit Track Request Review Approve |
| MIL 1.4.2 - 2018 | FISH research has identified business and entrepreneurship approaches and models with potential for scaling within focal countries. | Technical Report; Journal articles | M | 6. External environment (political, economic, legal, markets) - e.g. risk of non-delivery due to conflict, economic/market changes | FP1-3 - Aquaculture systems | | Edit Track Request Review Approve |
| MIL 1.4.1 - 2019 | Public-private sector partnerships or platforms established for scaling up and out FISH business and entrepreneurship models in remaining focal countries, in Africa (Tanzania, Zambia) and in Asia (Cambodia). | Meeting reports | M | 3. Partnership - risk that partners won't be able to deliver a key piece on time | FP1-3 - Aquaculture systems | | Edit Track Request Review Approve |
| MIL 1.4.2 - 2019 | Integrated aquaculture technologies and business models validated by public and/or private partners and receiving public and/or private sector investments for scaling in four focal countries | Technical Reports; Journal articles; Policy brief | M | 2. Financial - funding not fully confirmed or at risk of being cut | FP1-3 - Aquaculture systems | | Edit Track Request Review Approve |
| MIL 1.4.1 - 2021 | National institutions and policies and private sector investments supporting scaling of FISH enterprise models for poor men, women and youth in 7 focal and 4 scaling countries in Africa and Asia | Program reports; partner contracts from annual outcome review | L | | FP1-3 - Aquaculture systems | | Edit Track Request Review Approve |
| MIL 1.4.1 - 2022 | 2.3 million poor men, women and youth access improved livelihood opportunities resulting from increased aquaculture production, and associated value chains and enterprise development | Outcome tracking/sample survey/national statistics | L | | FP1-3 - Aquaculture systems | | Edit Track Request Review Approve |

4

This step (4) «See Milestones» will bring you to a new page where you can visualize all Milestones under the selected Outcome. Here you may review and finalize the Milestones for the upcoming year.





Once on the Milestones page, you may finalise the submission of the Milestones for the next year through the «Approve» or «Propose» buttons.

How to submit the Milestones on MEL

The screenshot shows the MEL interface with a navigation bar at the top. The main content area is titled 'Milestones' and 'Milestone Records | FISH CRP-FP1-OUTCOME 1.4'. A table lists milestone records. Two records are visible: 'MIL 1.4.1 - 2021' and 'MIL 1.4.2 - 2021 TEST'. A red box highlights the 'Actions' column for the first record, showing buttons for 'Edit', 'Propose', 'Request Review', and 'Approve'. A larger box highlights the 'Proposed by' and 'Actions' columns for the second record, showing the name 'Vishnumurthy Mohan Chadag' and buttons for 'Edit', 'Propose', and 'Request Review'. Two orange arrows labeled 'Option 1' and 'Option 2' point to the 'Propose' button in the second record's actions and the 'Approve' button in the first record's actions, respectively.

| Code | Milestones | Means of verification | Assessment of risk to achieve that milestone (L/M/H) | For medium/high please select the main risk | Cluster(s) | Proposed by | Actions |
|-----------------------|--|--|--|---|--|---------------------------|--|
| MIL 1.4.1 - 2021 | National Institutions and policies and private sector investments supporting scaling of FISH enterprise models for poor men, women and youth in 7 focal and 4 scaling countries in Africa and Asia | Program reports, partner contacts from annual outcome review | L | | FP1-3 - Aquaculture systems | | Edit, Propose, Request Review, Approve |
| MIL 1.4.2 - 2021 TEST | test | test | | | FP1-2 - Fish health, nutrition and feeds | Vishnumurthy Mohan Chadag | Edit, Propose, Request Review |

Note: There are different steps to finalise the Milestones on MEL, depending on its status:

Option 1: When the Cluster leader or co-leadet has reviewed the original Milestone. In this case the «Propose» button is marked by a red i.

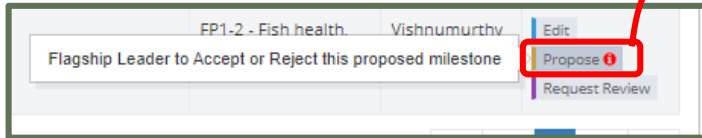
5 Option 2: When there have been no proposed changes to the original Milestone, or a new milestone has been added. The «Approve» button in this case is enabled.





Option 1, first step: Click on «Propose» to review the proposed changes on the Milestone.

5-a.1



A new window will open, showing all the information on the Milestone as proposed by the Cluster Leader. Check all the information on the Milestone and complete one of the actions:

Reject

You may reject the proposed changes and decide to keep the Milestone at its original version. You may apply further modifications, if necessary.

Save Propose

You may further revise the proposed information, and save the changes for further discussions with the team- if necessary- before finalizing the Milestone.

Accept

Click this button if you agree with the information on the Milestone and are ready to submit it.





Option 1, second step :Click on «Approve» to finalise the Milestone.

5-a.2

How to submit the Milestones on MEL

| Cluster(s) | Proposed by | Actions |
|-----------------------------|-------------|--|
| FP1-3 - Aquaculture systems | | Edit Propose Request Review Approve |

A new window will open with specific details on the selected Milestone.

Click on **Approve** to finalise the submission of the Milestone for the next year's planning.

Review & Approve Milestone

Outcometarget Code: FISH CRP-FP1-OUTCOME

Acronym/Code: MIL 1.4.1 - 2021
e.g: MIL1.1.1

Milestone Title: National Institutions and

From-To: From 2021 To 2021

Means of Verification: Program reports, partner

Notes:

Assessment of Risk to achieve the milestone: Low Medium High

Risk: For medium/high please select the main risk from the list
Select main risk...

Comments:

Assigned to Cluster(s): FP1-3 - Aquaculture systems

OECD Markers: Gender Youth Capacity Development & Knowledge Sharing Climate change

Relevance: 0 1 2 0 1 2 0 1 2 0 1 2

Stage: Identical to proposal

Narrative: words available: 200

[Close](#) [Approve](#)

| | |
|----------------|--|
| MIL1.4.1-2022 | 2.3 million poor men, women and youth access improved livelihood opportunities resulting from increased aquaculture production, and associated value chains and enterprise development |
| MIL.1.4.2-TEST | test new |

Once approved, the Milestone's acronym will change to green, i.e. Submission finalized.





Option 2: Click directly on «Approve» to review and finalise the Milestone.

How to submit the Milestones on MEL

| Cluster(s) | Proposed by | Actions |
|-----------------------------|-------------|---|
| FP1-3 - Aquaculture systems | | <ul style="list-style-type: none"> Edit Propose Request Review Approve |

A new window will open with specific details on the selected Milestone. Check all the information on the Milestone. You may apply changes, if necessary.

Then click on **Approve** to finalise the submission of the Milestone for the next year's planning.

5-b

Review & Approve Milestone

Outcometarget Code: FISH CRP-FP1-OUTCOME

Acronym/Code: MIL 1.4.1 - 2021
e.g: MIL1.1.1

Milestone Title: National institutions and ...

From-To: From 2021 To 2021

Means of Verification: Program reports, partner

Notes: [Text area]

Assessment of Risk to achieve the milestone: Low Medium High

Risk: For medium/high please select the main risk from the list
Select main risk...

Comments: [Text area]

Assigned to Cluster(s): FP1-3 - Aquaculture systems

OECD Markers: Gender, Youth, Capacity Development & Knowledge Sharing, Climate change

Relevance: 0 1 2 (selected 0) 0 1 2 (selected 0) 0 1 2 (selected 0) 0 1 2 (selected 0)

Stage: Identical to proposal

Narrative: [Text area]

words available: 200

Close Approve

| | |
|----------------|--|
| MIL1.4.1-2022 | 2.3 million poor men, women and youth access improved livelihood opportunities resulting from increased aquaculture production, and associated value chains and enterprise development |
| MIL.1.4.2-TEST | test new |

Once approved, the Milestone's acronym will change to green, i.e. Submission finalized.





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

You need support?

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Thanks for using  | **MEL**
monitoring
evaluation and
learning

