

How to revise Milestones for the yearly Research Program Planning

Learn how to revise or propose new Milestones in MEL



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PROGRAM ON
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How to revise the Milestones on MEL

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evaluation and
learning

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Before you start

Remember that:

- 1) Only Flagship Leaders and Cluster leaders and co-leaders may review the Milestones of the Flagship and Cluster(s) under their responsibility.
- 2) The "Milestones" section will only appear in their pages.

How to revise the Milestones on MEL

The screenshot shows the MEL web application interface. The top navigation bar includes 'Home', 'Organize', 'Planning', 'Reporting', 'Evaluation', 'Approvals', 'POWB/AR', 'Open Facts', 'Knowledge Sharing', 'Survey', and 'GeOC'. A search bar is located on the right. The 'Planning' 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 navigation bar, the 'Planning' section is visible, with tabs for 'Phase1', 'Extension Phase1', and 'Phase2'. The 'MILESTONES' section is expanded, showing 'CLUSTER', 'ACTIVITY/PRODUCT', 'OUTPUT', and 'MILESTONES'. The 'MILESTONES' option is highlighted with a red box and a yellow circle containing the number 2. Below the 'MILESTONES' section, a search bar is visible. The search results show 'FISH CRP-FP1 - Sustainable aquaculture'. The 'Manage' button next to this entry is highlighted with a red box and a yellow circle containing the number 3.

3

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





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

How to revise the Milestones on MEL

Home Organize Planning Reporting Evaluation Approvals POWB/AR Open Facts Knowledge Sharing Survey GeOC Search for... Search Here MEL MEL John Benzie

Outcome Targets FISH CRP-FP1

Outcome Target Records | FISH CRP-FP1 - Sustainable aquaculture

Add New + Export

10 records Search:

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

Showing 1 to 4 of 4 records

Milestones FISH CRP-FP1-OUTCOME 1.4

Milestone Records | FISH CRP-FP1-OUTCOME 1.4

Add New +

10 records Search:

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 letter	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/questionnaire statistics	L		FP1-3 - Aquaculture systems		Edit Track Request Review Approve

Showing 1 to 6 of 6 entries

4

This step (4) will bring you to a new page where you can visualize all Milestones. While the past ones have been updated as per previous POWB, the future Milestones (2021 & 2022) are the original extracted from the PIM Table in the CRP proposal. You may review these for the next year's planning.





Option 1: Once on the Milestones page you can revise existing Milestones for next year's planning

(Step 5-a.1): The «Propose» button will allow you to review the Milestones, i.e. modify the existing one by changing or further specifying some of its content.

How to revise the Milestones on MEL

Milestones FISH CRP-FP1-OUTCOME 1.4

Milestone Records | FISH CRP-FP1-OUTCOME 1.4

10 records

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
MIL1.4.1 - 2017/18	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 Propose Request Review Approve
MIL1.4.2 - 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, market) - e.g. risk of non-delivery due to conflict, economic/market changes	FP1-3 - Aquaculture systems		Edit Propose Request Review Approve
MIL1.4.1 - 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 Propose Request Review Approve
MIL1.4.2 - 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 Propose Request Review Approve
MIL1.4.1 - 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
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	Outcome tracking/sample surveys/national statistics	L		FP1-3 - Aquaculture systems		Edit Propose Request Review Approve

Showing 1 to 6 of 6 entries

1





Complete the fields in red as per proposed change

5-
a.2

How to revise the Milestones on MEL

The screenshot shows a form for editing a milestone. The following fields are highlighted with red boxes and arrows pointing to explanatory text:

- Milestone Title:** The title
- From-To:** The timeline
- Means of Verification:** The Means of Verification
- Risk:** The risks
- Assigned to Cluster(s):** The OECD Markers
- Stage:** The Stage
- Narrative:** Save propose

You may review one or more fields to reflect the changes or modifications you are proposing to the existing Milestone. You may change:

The title

You may propose a new title that can slightly or significantly change the original one. You may skip this if no changes are to be applied to the title.

The timeline

You may change the date of the Milestone. For example, if the original Milestone was planned for 2022 but you are indeed planning to complete it in 2021, you can change the date to 2021.

The Means of Verification

You may change the Means of verification, i.e. the knowledge products/sources you are going to use to verify the status of the Milestone when reporting, if there is any variation from the original proposed ones.

The risks

You may change the Level of Risk, which has been set as "Low" by default. For **Medium** and **High** risk levels, it is compulsory to specify the risk. You may do so by selecting from the dropdown list.

The OECD Markers

You may update the all the OECD markers relevance accordingly. 0 is the lowest (i.e. not targeted) and 2 is the highest level (i.e. primary target).

The Stage

Select the right option that best reflects the changes you are proposing. If not changes are made to the title or year, you may select "identical to proposal". On the contrary you may select either "Reworded" if the title has been rephrased but the meaning still remains, or "New or Changed" if the meaning of the title has completely changed (i.e. you are proposing something different).

Save propose

Click here to save all the proposed changes. These will appear to the FG leader which will then decide then next steps (reject or accept).





Option 2: Once on the Milestones page you can add new Milestones for next year's planning.

(Step 5-b.1): «Add New» will allow you to add a new Milestone, which is not present in the list (i.e. not in the original proposal document).

5-
b.1

How to revise the Milestones on MEL

Milestones FISH CRP-FP1-OUTCOME 1.4

Milestone Records | FISH CRP-FP1-OUTCOME 1.4

Add New +

10 records

Search:

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
MIL1.4.1 - 2017/18	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 Propose Request Review Approve
MIL1.4.2 - 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, market) - e.g. risk of non-delivery due to conflict, economic/market changes	FP1-3 - Aquaculture systems		Edit Propose Request Review Approve
MIL1.4.1 - 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 Propose Request Review Approve
MIL1.4.2 - 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 Propose Request Review Approve
MIL1.4.1 - 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
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	Outcome tracking/sample surveys/national statistics	L		FP1-3 - Aquaculture systems		Edit Propose Request Review Approve

Showing 1 to 6 of 6 entries



Complete the fields in red as per new proposed Milestone

5-
b.2

How to revise the Milestones on MEL

You may fill all the information required (*) by entering as many details as possible.

The screenshot shows a 'New Milestone' form with the following fields highlighted in red:

- Acronym Code *
- Milestone Title *
- From-To *
- Means of Verification *
- Assessment of Risk to achieve the milestone (Low, Medium, High)
- Risk (For medium/high please select the main risk from the list)
- Assigned to Cluster(s) *
- Relevance *
- Stage *
- Save changes button

Acronym

Use the pre-set format (**MIL.Outcome Number.Milestone No - Year**) to complete the acronym. E.g. MIL.1.1. 3 - 2021

The title

You may add the title of the new proposed Milestone here,

The timeline

You may add the year of reference (e.g. 2021) here.

Means of Verification

You may change the Means of verification , i.e. the knowledge products/sources you are going to use to verify the status of the Milestone when reporting, here.

The risks

You may add the Level of Risk. For **Medium** and **High** risk levels, it is compulsory to specify the risk. You may do so by selecting from the dropdown list.

Cluster

Select cluster(s) of reference for this Milestone.

The OECD Markers

You may select the all the OECD markers relevance accordingly. 0 is the lowest (i.e. not targeted) and 2 is the highest level (i.e. primary target).

The Stage

Select the option "New or Changed" to reflect the new Milestone.

Save Changes

Click here to save the proposed Milestone. This will appear to the FG leader which will then decide then next steps (reject or accept).



After proposing changes to an existing Milestone or adding a new one, click on «Request Review»

This will notify the Flagship leader and other selected team members (if any) of the changes performed. The Flagship leader may then review the Milestone and complete the final actions accordingly.

How to revise the Milestones on MEL

Milestones FISH CRP-FP1-OUTCOME 1.4

Milestone Records | FISH CRP-FP1-OUTCOME 1.4

Add New +

10 records Search: 2021

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 Delete

Showing 1 to 1 of 1 entries (filtered from 6 total entries)

Delete Selected

6

A new tab will open for you to complete.

Request Review Milestone MIL 1.4.1 - 2021

Copy E-mail to
Selected users to copy...
Flagship Leader, Yourself and the selected users here will get this E-Mail sent in copy

Email title *
Request Review Milestone MIL 1.4.1 - 2021

Greeting *
Dear

Email text *
Kindly review milestone MIL 1.4.1 - 2021
<https://mel.cgjar.org/preplanni...>

Closing *
Best Regards,

Close View Email





Complete the fields in * with the necessary information

Use this tab (7) to prepare the email to be sent to the Flagship Leader (automatically selected). You may add more people in copy through the «Copy E-mail to». Then click on «View Email» (8) to see a preview of the email that the Flagship leader and those in copy (if any) will receive.

How to revise the Milestones on MEL

10

7

Request Review Milestone MIL 1.4.1 - 2021

Copy E-mail to

Selected users to copy...

Flagship Leader, Yourself and the selected users here will get this E-Mail sent in copy

Email title *

Request Review Milestone MIL 1.4.1 - 2021

Greeting *

Dear

Email text *

Kindly review milestone MIL 1.4.1 - 2021

<https://mel.cgiar.org/preplanni...>

Closing *

Best Regards,

8

Close View Email



Click on «Send Email» (9) to complete the action.





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

