

How to report Milestones for the Annual Report

Learn how report Milestones on MEL



RESEARCH
PROGRAM ON
Fish

LED BY



IN PARTNERSHIP WITH





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

How to report 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 and Cluster leaders and co-leaders may report the Milestones of the Flagship and Cluster(s) under their responsibility.
- 2) The "Milestones" section will only appear in their pages.

How to report the Milestones on MEL

The screenshot shows the MEL Reporting Dashboard. The navigation menu at the top includes Home, Organize, Planning, Reporting, Evaluation, Approvals, POWB/AR, Open Facts, Knowledge Sharing, Survey, and GeOC. The 'Reporting' menu is expanded, showing options for CRP, Center, Outcomes&Indicators, and Projects. A red box and a yellow circle with the number '1' highlight the 'CRP' option. Below the navigation, there are sections for FLAGSHIP, CLUSTER, Activity/Product, Milestones, Innovations, OUTPUT, and Capacity Development & Knowledge Sharing. The 'Milestones' section is highlighted with a red box and a yellow circle with the number '2'. Below this, there is a table of CRP items. The first item is 'FISH CRP-FP1 - Sustainable aquaculture' with a 'Flagship Leader' role and a 'Report' button. The second item is 'FISH CRP-FP1-1 - Fish breeds and genetics' with a 'Cluster Leader' role and a 'Report' button. A red box and a yellow circle with the number '3' highlight the 'Report' button for the Cluster Leader item. At the bottom right, there are buttons for 'New Innovation' and 'New Capacity Development & Knowledge Sharing Activity'.

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 report the Milestones on MEL

Outcome List Reporting FISH CRP-FP1

Outcome Records | FISH CRP-FP1 - Sustainable aquaculture

Export

10 records Search:

| Code | Outcome Statement | Cluster | SLOs | Completed Year | Sub-IDOs | 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 | 1.4.3 - Enhanced genetic gain | 4 See Milestones Reporting |
| OUTCOME 1.2 | 2.5 million households have adopted disease detection and control strategies, costeffective 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 | 1.3.4 - More efficient use of inputs 1.4.2 - Closed yield gaps through improved agronomic and animal husbandry practices 2.3.2 - Reduced livestock and fish disease risks associated with intensification and climate change 3.3.2 - Enhanced adaptive capacity to climate risks | See Milestones Reporting |
| OUTCOME 1.3 | 4.8 million mt of annual farmed fish production with reduced environmental impact and increased resource efficiency (measured by 20% reduction in GHG emissions and 10% increase in water and nutrient-use efficiency) | FP1-3 - Aquaculture systems | 3 - Improved natural resources systems and ecosystems services. A - Climate Change | 2022 | A.1.1 - Climate Change - Reduced net GHG emissions from agriculture, forests and others forms of land use A.1.4 - Enhanced capacity to deal with climate extremes | See Milestones Reporting |
| OUTCOME 1.4 | 2.3 million poor men, women and youth access improved livelihood opportunities resulting from increased aquaculture production and associated value chains and enterprise development (of which 50% are women). | FP1-3 - Aquaculture systems | 1 - Reduced Poverty 2 - Improved food and nutrition security and health | 2022 | 1.3.1 - Diversified enterprise opportunities 1.3.2 - Increased livelihood opportunities 1.3.4 - More efficient use of inputs 1.4.2 - Closed yield gaps through improved agronomic and animal husbandry practices | See Milestones Reporting |

Showing 1 to 4 of 4 entries < < 1 > >

(Step 4): The «See Milestones» button will allow you to check and report on the Milestones under the Outcome of interest.





A new page with the list of all Milestones for the selected Outcome will appear.

(Step 5) You may filter by reporting year (type the year, e.g. 2019 in the «**Search**» box). This will allow you see only the selected year's Milestones, as shown in the example.

How to report the Milestones on MEL

Milestone List Reporting FISH CRP-FP1

Milestone by Reporting Years | FISH CRP-FP1 - Sustainable aquaculture | OUTCOME 1.1

10 records 5 Search: 2019

| <input type="checkbox"/> | Code | Milestones | Planned Narrative | Reporting Narrative | Reporting Year | Status | Actions |
|--------------------------|-----------------|--|---|---------------------|----------------|--------|-------------------------------------|
| <input type="checkbox"/> | MIL1.1.1 - 2019 | Production of the first selected generation of catla and silver carp (in Bangladesh), and the production of genomic data on specific traits designed to increase resilience in tilapia (global). | Changed to better reflect progress in the genetics research cluster 1.1. PIM proposal original: New multi-year public and/or private sector investment programs have extended improved tilapia breeding and dissemination programs to FISH focal countries in Africa [Tanzania, Zambia] and Asia [Cambodia] | | | | <input type="button" value="View"/> |
| <input type="checkbox"/> | MIL1.1.2 - 2019 | Assessment of adoption and performance of previous introductions of GIFT into focal countries in Asia and Abbassa strain in Egypt completed | New Milestone | | | | <input type="button" value="View"/> |

6

Showing 1 to 2 of 2 entries (filtered from 13 total entries) << < 1 > >>

(Step 6): Click on «**Add New**» below the Milestone of interest to start reporting the Milestone. A new window will open with fields to be completed as per CGIAR standard requirements.





Part 1: Milestone Status

(Step 7-a): Provide key information on the status of the Milestone for the selected reporting year, as shown in the example:

7-a

How to report the Milestones on MEL

New Milestone Status FISH CRP-FP1-OUTCOME 1.1

Milestone Status | FISH CRP-FP1-OUTCOME 1.1

Reporting (Year)

Status*

Milestone Code

Milestone Title

OECD Markers

- Gender
 - 0 1 2
- Youth
 - 0 1 2
- Capacity Development & Knowledge Sharing
 - 0 1 2
- Climate change
 - 0 1 2

Main achievements with specific gender relevance *

words available: 100

Narrative*

words available: 148

Select the correct reporting year. E.g. 2019 if you are completing the 2019 Annual Report.

Select the correct status option: *completed, extended or cancelled/changed.*

1. Select the right OECD marker that best reflects the relevance of the Milestone.
2. If 1 (relevant) or 2 (principal) is selected, it is mandatory to give short a description to better explain the main achievement for that marker, e.g. gender.

Provide a short narrative – no more than 200 words- on the main achievement of the Milestone.





Part 2: Evidences - Knowledge references, Outcomes (OICR) or Policy Contributions, Innovations.

(Step 7-b): Provide key references in each of the boxes as an evidence in support to the Milestone status achieved in the reporting year.

7-b

Provide at least a reference – knowledge product. You may either:

- Select it directly from MEL reported files
- Add citation manually and paste the link of reference (Dspace, dataverse, etc.)

How to report the Milestones on MEL

Evidences - (Reported & UnReported References)

| # | Citation | Link |
|----|--|--|
| #1 | Ibrahim, N.A.; Nasr-Allah, A.M.; Charo-Karisa, H. (2019). Assessment of the impact of dissemination of genetically improved Abbassa Nile tilapia | <input type="text" value="https://hdl.handle.net/20.500.12348/3751"/> + Select From MEL |
| #2 | Samuel Mengistu, Han Mulder, John Benzie, Hans Komen. (18/3/2019). A systematic literature review of the major factors causing yield gap b | <input type="text" value="https://hdl.handle.net/20.500.12348/3850"/> + Select From MEL |
| #3 | Nhuong Van Tran, Kelvin Shikuku, Cristiano Rossignoli, Matthew Hamilton, John Benzie, Benoy Barman, Mohammad Ali, Manjural Karim. (4/2 | <input type="text" value="https://dataverse.harvard.edu/dataset.xhtml?persistentId=doi:10.7910/DVN/QJKF5N"/> + Select From MEL |
| #4 | Manfred Zeller, Ling Khor, Nhuong Van Tran, Kelvin Shikuku, Kai Ching Cheong, Yee Aung, Bezawit Bahru, Diana Jaime. (4/2/2020). Myanmar | <input type="text" value="https://dataverse.harvard.edu/dataset.xhtml?persistentId=doi:10.7910/DVN/MIY2VQ"/> + Select From MEL |

When applicable, select from MEL related :

- Reported OICR(s)
- Reported Policy Contributions

Evidences - (OICR - Outcome Impact Case Report, Blogs & Policy Case References)

[+ Add Reference](#)

When applicable, select from MEL related :

- Innovations

Evidences - (Innovation References)

| # | Innovation Name | Link |
|----|----------------------|--|
| #1 | <input type="text"/> | <input type="text"/> + Select From MEL |

[+ Add Reference](#)

7-c

Save Changes

Click on «Save Changes» (Step 7-c) after adding all evidences.





After saving all the information to report the Milestone, click on «Request Review» (step 8)

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

How to report the Milestones on MEL

Milestone List Reporting FISH CRP-FP1

Milestone by Reporting Years | FISH CRP-FP1 - Sustainable aquaculture | OUTCOME 1.1

10 records Search: 2019

| Code | Milestones | Planned Narrative | Reporting Narrative | Reporting Year | Status | Actions |
|-----------------|--|---|---|----------------|-----------|--|
| MIL1.1.1 - 2019 | Production of the first selected generation of catla and silver carp (in Bangladesh), and the production of genomic data on specific traits designed to increase resilience in tilapia (global). | Changed to better reflect progress in the genetics research cluster 1.1. PIM proposal original: New multi-year public and/or private sector investment programs have extended improved tilapia breeding and dissemination programs to FISH focal countries in Africa [Tanzania, Zambia] and Asia [Cambodia] | | | | View |
| MIL1.1.2 - 2019 | Assessment of adoption and performance of previous introductions of GIFT into focal countries in Asia and Abbassa strain in Egypt completed | New Milestone | Assessment of adoption and performance of previous introductions of GIFT into | 2019 | Completed | Edit Proposed Responsible Request Review Approve |

Showing 1 to 2 of 2 entries (filtered from 13 total entries)

Request Review Milestone Reporting Year 2019

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

Email title *
 Request Review Milestone Report Year 2019

Greeting *
 Dear

Email text *
 Kindly review Milestone MIL1.1.2 - 2019 Reporting Year 2019

Closing *
 Best regards

Close View Email

8

A new tab will open for you to complete.





Complete the fields in * with the necessary information

Use this tab (9) 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» (10) to see a preview of the email that the Flagship leader and those in copy (if any) will receive.

How to report the Milestones on MEL

9 Request Review Milestone Reporting Year 2019

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

Email title *
Request Review Milestone Report Year 2019

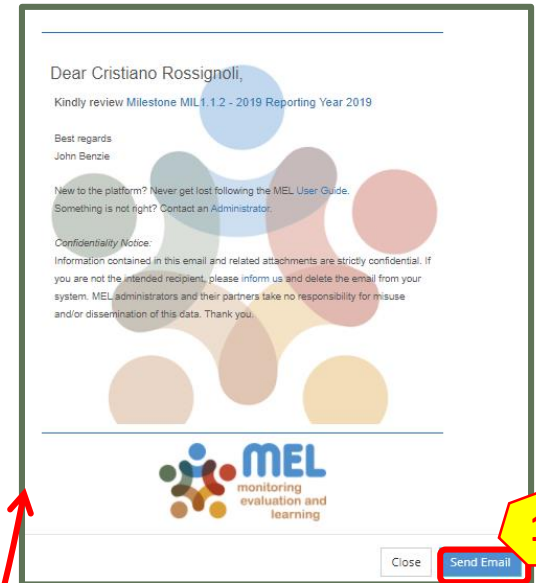
Greeting *
Dear

Email text *
Kindly review Milestone MIL1.1.2 - 2019 Reporting Year 2019

Closing *
Best regards

Close View Email

10



Click on «Send Email» (11) to complete the action and notify the selected staff.





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

