How to report Milestones for the Annual Report

Learn how report Milestones on MEL

LED BY

IN PARTNERSHIP WITH

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 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.

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

REPORTING CRP ➡ MILESTONES ➡ REPORT

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

(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.

(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

New Milestone Status FISH CRP-FP1-OUTCOME 1.1

Milestone Status | FISH CRP-FP1-OUTCOME 1.1

Reporting (Year)	2019
Status*	Completed
Milestone Code	MIL1.1.2 - 2019
Milestone Title	Assessment of adoption and performance of previous introductions of GIFT into focal countries in Asia and Abbassa strain in Egypt completed

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.*

OECD Markers

Gender

○ 0   ● 1   ○ 2

Main achievements with specific gender relevance *

Gender is one of the key dimensions explored while assessing adoption and performance of GIFT

words available: 100

Youth

● 0   ○ 1   ○ 2

Capacity Development & Knowledge Sharing

● 0   ○ 1   ○ 2

Climate change

● 0   ○ 1   ○ 2

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 to give short a description to better explain the main achievement for that marker, e.g.gender.

Narrative*

Assessment of adoption and performance of previous introductions of GIFT into focal countries in Asia and Abbassa strain in Egypt completed. Good progress was made in development if integrated assessment tools for tilapia fish farming, that were used to assess performance of improved tilapia strains. Key data on performance and yield gaps in tilapia farming were analysed and findings studies published

words available: 148

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

6

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

🔒 Evidences - (Reported & UnReported References)

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.)

#1   Citation   Link

Ibrahim, N.A.; Nasr-Allah, A.M.; Charo-Karisa, H. (2019). Assessment of the impact of dissemination of genetically improved Abbassa Nile tilap   https://hdl.handle.net/20.500.12348/3751   **+ Select From MEL**

#2   Citation   Link

Samuel Mengistu, Han Mulder, John Benzie, Hans Komen. (18/3/2019). A systematic literature review of the major factors causing yield gap b   https://hdl.handle.net/20.500.12348/3850   **+ Select From MEL**

#3   Citation   Link

Nhuong Van Tran, Kelvin Shikuku, Cristiano Rossignoli, Matthew Hamilton, John Benzie, Benoy Barman, Mohammad Ali, Manjurul Karim. (4/2   https://dataverse.harvard.edu/dataset.xhtml?persistentId=doi:10.7910/DVN/QJKF5N   **+ Select From MEL**

#4   Citation   Link

Manfred Zeller, Ling Khor, Nhuong Van Tran, Kelvin Shikuku, Kai Ching Cheong, Yee Aung, Bezawit Bahru, Diana Jaime. (4/2/2020). Myanmar   https://dataverse.harvard.edu/dataset.xhtml?persistentId=doi:10.7910/DVN/MIYZYQ   **+ Select From MEL**

+ Add Reference

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

When applicable, select from MEL related :
- Reported OICR(s)
- Reported Policy Contributions

+ Add Reference

Evidences - (Innovation References)

When applicable, select from MEL related :
- Innovations

#1   Innovation Name   Link

   + Select From MEL

+ Add Reference

How to report the Milestones on MEL

7

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.

A new tab will open for you to complete.

8

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.

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 *
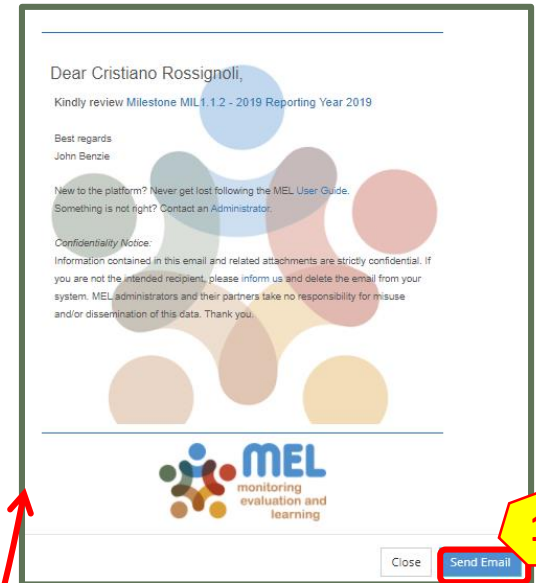
Request Review Milestone Report Year 2019

Greeting *

Dear

Email text *

Kindly review Milestone MIL1.1.2 - 2019 Reporting Year 2019

Closing *

Best regards

Close · **View Email** · **10**

Dear Cristiano Rossignoli,

Kindly review Milestone MIL1.1.2 - 2019 Reporting Year 2019

Best regards
John Benzie

New to the platform? Never get lost following the MEL User Guide.
Something is not right? Contact an Administrator.

Confidentiality Notice:
Information contained in this email and related attachments are strictly confidential. If you are not the intended recipient, please inform us and delete the email from your system. MEL administrators and their partners take no responsibility for misuse and/or dissemination of this data. Thank you.

MEL monitoring evaluation and learning

Close · **Send Email** · **11**

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 and email ✉

Thanks for using MEL monitoring evaluation and learning