How to revise and finalize the reporting of Milestones

Learn how to complete the reporting of Milestones in MEL

Go to mel.cgiar.org and log in to your account

Use your email and password to login

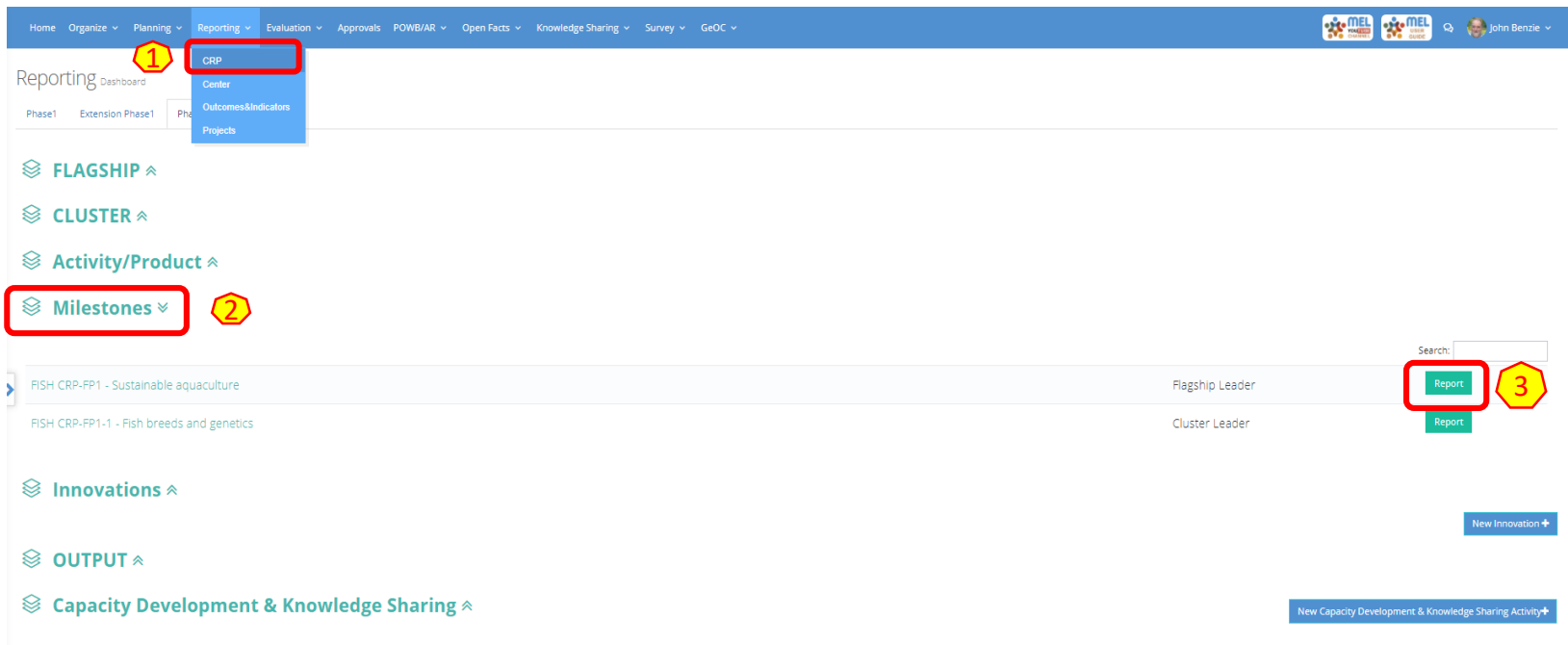Click on «Forgot password?» if you need to change your credentials

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.

3) The Flagship Leader reviews and finalizes the reporting of Milestones.

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

PLANNING 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 review and finalize the reporting of 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.

Note: You may check the status of the reporting as per below criteria:

Option 1: There has been no reporting of the Milestone yet.

Option 2: The Cluster leader or co-leader has reported the Milestone. In this case you will see different buttons enabled under «Actions», which will allow you to review and finalize the reporting for that Milestone.

First , click on «Proposed» to review the reported infromation on the Milestone

(Step **6-b**) Check all the submitted information, such as Reporting Year, OECD (cross-cutting) markers and narrative. To review, you may propose changes/new content under the sections in red.

Complete the review of the Milestone

Option 1: If you proposed changes/new content, then click on «Proposed» (Step **6-c.1**).

Option 2: If no changes were proposed, then just close the window to go to the previous page and approve the reported information to finalize the reporting of the Milestone of the selected year.

6-c.1

Note: Although you may check the evidence provided (references), you cannot change or update them in this section. In this case, you may discuss directly with the cluster leader to agree on references. The cluster leader may then update them on MEL. Alternatively you may update them under **APPROVE.**

If you have proposed new content/changes to the, click on «Request Review» (step 6-c.2)

This will notify the Cluster Leader and other selected team members (if any) of the changes. Once agreed on the final content, the Flagship leader may then complete the final actions accordingly.

How to finalize the reporting of Milestones on MEL

Milestone List Reporting FISH CRP-FP1

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

	Code	Milestones	Planned Narrative	Reporting Narrative	Reporting Year	Status	Actions
☐	ℹ MIL1.1.1 - 2019 **+ Add New ℹ**	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
☐	ℹ MIL1.1.2 - 2019 **+ Add New ℹ**	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 / ℹ Proposed / Responsible 1 / Request Review / Approve

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

6-c.2

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

A new tab will open for you to fill in.

Complete the fields in * with the necessary information

Use this tab (6-c.3) to prepare the email to be sent to the Cluster Leader (automatically selected). You may add more people in copy through the «Copy E-mail to». Then click on « View Email» (6-c.4) to see a preview of the email that to be sent.

6-c.3

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

6-c.4

Close   View Email

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

6-c.5

Close   Send Email

Click on «Send Email» (6-c.5) to complete the action and notify the selected staff.

Second and final step: Click on «Approve» to finalize the reporting of the Milestone for the year of reference.

7-a

7-b Save and Approve

Here you may also check on last time and modify (if necessary) the reported information before approval. Click on «Save and Approve» (Step 7-b) to complete the reporting.

The status of the reporting of the Milestone for the year of reference is now updated.

Milestone List Reporting FISH CRP-FP1

Milestone by Reporting Years | FISH CRP-FP1 - Sustainable aquaculture | OUTCOME 1.2

	Code	Milestones	Planned Narrative	Reporting Narrative	Reporting Year	Status	Actions
	MIL1.2.1 - 2019 + Add New	At least one private company and or one public organization investing in scaling of new fish feed ingredients and/or fish disease diagnostic tools within focal countries for improving yields.	Changed from the original PIM table: Private sector investment in FISH business/enterprise models providing evidence of improved livelihoods at scale for poor men, women and youth in 4 focal countries [Egypt, Nigeria, Bangladesh, Myanmar]	Several promising lines of cooperation with private sector partners in fish disease diagnostics and feed ingredients were successfully pursued with co-investment during 2019. These include the partner Wilderlab for fish disease diagnostics tools through the Inspire Big Data collaboration on "Lab in a backpack"; and feed companies engaged in fish feeds research and scaling related to the nutritious pond concept (NPC) and novel ingredients, including Skretting, several national feed companies in Bangladesh and DeHeus (the latter funding of two PhD students from Bangladesh). Bangladesh National Health Strategy, that provides a One Health framework for managing disease risks in aquatic animals and public and private sector cooperation and investment, has been produced. This strategy provides a framework for public and private investments in Bangladesh aquatic animal health. An MoU with Single Spark has been signed to support the start-up of new entrepreneurs in Bangladesh.	2019	Completed [approved by John Benzie]	View Responsible

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

The reporting is considered complete. The system will update the status of the reporting for the Milestone accordingly. Indeed you will notice: reporting year in green, status approved note and only 2 buttons active under Actions (8).

Note: Once approved no more changes are allowed (reduced actions options). If you made a mistake or ommitted relevant information, and would like to rectify, please contact your center's MEL Admin.

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