

FISH reporting guidelines

(final version January 22nd, 2021)

NB: These guidelines may be subject to changes depending on the overall CRP reporting requirements communicated by the System Office. You may find the CRP level Annual Report template for 2020 at this [link](#).

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Introductory notes

These guidelines are intended to support the preparation of the 2020 Annual Report for the FISH CRP. According to the Program Participant Agreements (PPAs) signed between WorldFish, as the lead center, and the program partners, the annual technical reports for the FISH CRP will be prepared with the contribution of all program participants.

These guidelines provide general orientations and links to detailed instructions for the 2020 reporting cycle as agreed with the System Management Office (SMO) of the CGIAR.

Reporting for the FISH CRP will follow the following **general principles**:

1. Progress and results related to activities funded by all funding windows (W1, 2, 3, Bilateral & other funds) have to be captured:
 - a. W1&2: reporting online is available all the year round. Deadlines for data validation and consolidation are currently defined once a year.
 - b. W3, Bilateral, other funds: reporting online is available all the year round. Deadlines for data validation and consolidation are currently defined once a year. Only key elements will be captured for the AR 2020. As far as possible based on existing project documents, project monitoring and reporting systems.
2. Cluster leaders, products leaders, project leaders and scientists contribute in thoughtful and timely reporting at the cluster level.
3. Flagship leaders revise and provide comments on cluster reports to ensure completeness and quality. They consolidate information for their flagship project.
4. Program Management Team (PMT) coordinates and prepares draft reports at the program level.
5. Progress and challenges are reported at any reporting level only once (no double reporting).

Reporting levels and responsibilities

Reporting process will be entirely facilitated through the online platform [MEL](#). This is essential as CGIAR requires that all evidence to be provided through the MEL platform. Such information will be displayed into the [CGIAR results dashboard](#) and will contribute to increase visibility of FISH CRP.

The reporting is done both A) as downloading templates (word) from MEL and re-upload it and B) data entry directly in MEL. Annual report template for 2020 can be downloaded [here](#). **Re-upload of the filled template has to be done under each CoA and FP section in MEL as defined below (in the succeeding sections).**

Below key responsibilities and relevance of the information to be provided for reporting purposes are presented by reporting level.

Deliverables

1. Throughout the year, reporting scientists update deliverable status (cancel, postpone or complete) and upload related files.
2. No validation required but output leaders may ask for additional information to complete output reports.
3. Flagship, Cluster and Product leaders and scientists with reporting responsibilities on W3 and bilateral investments have to ensure uploading and correct mapping of deliverables to Flagship, Cluster and Product level.

RELEVANCE: If this level is correctly reported, FISH management will be able to harvest from here: publications (ISI publications, books, working papers), dataset, software, training manuals and communication materials.

This information is useful for internal management as well as for knowledge management and sharing. MEL platform has been integrated with open access (OA) repositories (e.g. WF/FISH DSPACE, WF-Dataverse). You may now use handle and unique identifier to report in MEL and harvest metadata from these repositories.

- Learn how to report deliverables in MEL with this 1 minute [PowerPoint presentation](#)

Capacity Development Activities

1. Throughout the year, scientists and project leaders may [create](#) and [report](#) capacity development activities.
2. Validation of planned capacity development activities is required and FISH has established its own CapDev coordinator who is responsible for validating.
3. All FISH Managing Partners ensure the completion of the CapDev activities.

- Learn how to report CapDev activities in MEL with this 1-minute [PowerPoint presentation](#)

Products

1. Product leaders and co-leaders identify and suggest outstanding outputs and output reports¹ for reporting and communication purposes (e.g. included in the annual milestones, significant progress in delivery pipeline, significant cross-cutting dimension, partnerships achievements).
2. Validation workflow by cluster leaders exists in MEL.

RELEVANCE: Product level of reporting is optional for this year. Each cluster team will decide if this reporting level will be used or not. Those clusters with a large number of outputs may find useful to have product leaders helping cluster leaders in revising outputs and deliverables reported. If product leaders are not defined, these responsibilities will be assumed by cluster leaders that are in charge for the output reporting.

- Learn how to report outputs in MEL with this 1 minute [PowerPoint presentation](#)
- Learn how to report products in MEL with this 1 minute [PowerPoint presentation](#)

Clusters

1. Cluster leaders and co-leaders coordinate reporting process at deliverable, innovation, milestone and outcome level. They identify, in collaboration with flagship leaders and PMT, a set of results for reporting and communication purposes (e.g. relevant for documenting the achievement of annual milestones and innovations, significant progress in delivery pipeline, significant cross-cutting dimension, partnerships achievements, policy change). They support their team in preparing the innovation, milestone and outcome reports.
 - a. The list of annual milestones at the flagship level is available at [FISH Plan of Work and Budget \(POWB\) 2020](#), see Table 2A.
2. Cluster leaders and co-leaders revise and approve product/output reports, when available.

¹ Please note that output leaders and co-leaders are responsible to complete the output report on MEL.

3. Cluster leaders and co-leaders prepare a brief synthesis (approx. 2 pages) with annual achievements, challenges, key partnerships and other relevant information (e.g. gender, youth, capdev and climate change dimension) – template to be downloaded [here](#) and uploaded on [MEL](#) after completion.
4. Every year, and in line with the reporting requirements agreed with the SMO, PMT, cluster and flagship leaders will identify the list of outcome cases (including contribution to policy changes) to be developed by cluster teams. Outcome cases provide evidence of progress along the impact pathway and may target research and/or development outcomes, including contributions to policy change. Discovery and cross-cutting clusters are expected to provide cases mostly at the research outcome level. Outcome cases that present results achieved in collaboration with other clusters are appreciated. Specific contribution of W1&2 in achieving outcomes and contributing to policy changes should be highlighted.
5. Cluster leaders and co-leaders will report 2020 planned Milestones considering also uncompleted/extended Milestones from the [AR 2019, Tab.5](#). The Milestone reporting process should take place in MEL.

RELEVANCE: This is a key level for reporting. Information and data provided here will be used for reporting, performance assessment and other management processes. Cluster reports are the basis for the reporting to the System Organization (SO) and to donors.

- *Learn how to report Outcome/Impact cases in MEL with this 1 minute [presentation](#)*
- *Learn how to report Contribution to Policy Changes in MEL with this 1 minute [presentation](#)*
- *Learn how to report Milestones in MEL with this 1 minute [presentation](#)*

Cross-cutting: Capacity Development, Gender, Youth and Climate Change

1. Cross-cutting leaders and co-leaders have to complete a brief synthesis based on a specific template for each cross-cutting:
 - a. Download the template for Cap Dev [here](#) and upload on [MEL](#);
 - b. Download the template for Gender [here](#) and upload on [MEL](#);
 - c. Download the template for Youth [here](#) and upload on [MEL](#);
 - d. Download the template for Climate Change [here](#) and upload on [MEL](#);

Cross-cutting leaders and co-leaders in coordination with Flagship and Cluster leaders may report contribution to policy change and/or Outcome/Impact cases if any.

Flagships

1. Flagship leaders are responsible for consolidating main achievements, challenges and other relevant information (gender, partnership, capacity development). Flagship leaders can download the template [here](#) and upload on [MEL](#) after completion.
2. PMT is responsible for consolidating values and narratives for selected CGIAR indicators at the flagship level (e.g. SLOs contribution).
3. Flagship leaders are responsible for consolidating the reporting and accompanying evidence of Milestones. It is strongly suggested that FP leaders coordinate milestone reporting with the MEL team.

RELEVANCE: PMT and flagship leaders select innovations and outcome cases/policy changes, and milestones that can be used for FISH Performance Monitoring Report to System Management Office (SMO) and donors.

- *Learn how to consolidate and finalize the Milestone reporting in Mel with this 1-minute [presentation](#).*

Innovations

1. Cluster leaders in coordination with their teams identify the list of innovations² to be reported based on outputs/deliverables uploaded and on the lists of innovations reported in previous years. The list of innovations reported in MEL is available [here](#) (please remember to filter the information by FISH). The list of innovations reported at the CGIAR level by all CRPs and Platforms is available [here](#).
2. Innovations to be reported are the ones that have been completed during the reporting year or that made significant progress along their delivery pipeline. The list of innovations to be reported is confirmed by Cluster leaders and new items are created by them in MEL and assigned to reporting scientists.
3. Scientists responsible for the innovations will upload descriptive information in MEL.

RELEVANCE: This is one of the common indicators reported by all the CRPs and Platforms. Providing regular updates on the innovations under development and their status of development will support the tracking of the delivery pipelines from the development of new ideas till the uptake of successful innovations.

➤ *Learn how to report innovations in MEL with this 1 minute [presentation](#)*

M&E and Impact Assessment

1. MEL and IA leader and co-leader have to complete a brief synthesis based on a specific template. The template can be downloaded [here](#) and uploaded on [MEL](#).
2. In collaboration with Flagships 1 and 2, CCSI, Center M&E officers and Nutrition Scientists, Center MEL CoP and Impact Assessment specialists provide details on evaluations/reviews, impact assessments and learning exercises to be reported in the Annual Report 2020.

CRP

1. PMT is responsible for producing the annual report following the required format.
2. Flagship leaders, Management Committee, Independent Steering Committee and WorldFish-Board of Trustee (BoT) members provide feedbacks for the improvement of the annual report (AR) before submission to SMO (System Management Office).

Finance/ Grant Officers (Program participants)

1. Provide detailed financial information following the templates provided by PMT.
2. Update the list of W3 and bilateral projects, related budget, expenses and share by flagships and clusters.
3. Update relevant documents of all the projects mapped under FISH (at least project proposal and 2 latest annual reports).

When projects are not registered in MEL (new ones), MEL Center Admins and/or PMU will support the recording and ensure proper mapping and documentation.

² *Innovations are new or significantly improved (adaptive) outputs or groups of outputs - including management practices, knowledge or technologies. This could also refer to a significant research finding, method or tool. A significant improvement is one that allows the management practice, knowledge or technology to serve a new purpose or a new class of users to employ it, for example a new variety, a blend of fertilizer for a particular soil type, or a tool modified to suit a particular management practice. (Source: guidance on [CGIAR Indicator #C1: Number of Innovations](#))*

Deadlines – Reporting cycle 2020

Main steps in the reporting process	Responsible	Deadline
1. 2020 AR Guidelines circulated to Flagship Leads, Cluster Leads, Cross-cutting Leads, Country Directors, Bilateral/w3 and w1/w2 project leads	Program Management Team (PMT) + MEL Team	January 27, 2021
2. Relevant documents, including all deliverables and cap dev activities of w1/w2/w3 and Bilateral projects mapped under FISH uploaded in MEL	w1/w2 and Bilateral/w3 project leads	January 31, 2020
3. Innovations, Policy Cases and OICRs reported in MEL and evidence provided	Country Directors, Cluster/Cross-Cutting Leads, Product Leads, Bilateral/w3 and w1/w2 project leads	February 29, 2021
4. Review and consolidation of the draft cluster report including Innovations, Policy Cases and OICRs	PMT, Flagship and Cross-Cutting Leads, and MEL team	March 2, 2021
5. Review of draft report by MC meeting and feedback provided to Cluster Leaders	Cluster leaders and project leaders	March 2-3, 2021
6. Information consolidated at the Flagship level shared with PMT – Flagship Narrative, including milestones, submitted to PMT through MEL	Flagship leaders	March 24, 2021
7. Financial reports shared with PMT	Center focal points supported by Finance / Grant Officers and PMOs	March 24, 2021
8. Draft FISH AR consolidated	PMT	March 26, 2021
9. Draft AR shared with MC and ISC	PMT	March 26, 2021
10. Feedback on AR provided by ISC members during ISC meeting	ISC	April 6, 2021
11. Feedback consolidated and final draft of AR 2021 shared with WorldFish BoT for final review and approval	PMT	April 10, 2021
12. Annual Report 2020 submitted to SMO	PMT	April 30, 2021

Reporting levels and responsibilities: Summary

Level of reporting	Who - responsible/involved	What - actions required	How - guideline	Where - location/destination	When- Deadline
Deliverables	<i>All scientists/staff with planned and un-planned deliverables)</i>	<ol style="list-style-type: none"> 1. Reporting scientists/staff update deliverable status (completed, postponed, cancelled) and upload related files. 2. Output and Product Leaders check and validate deliverables reported ensuring full reporting compliance. 3. Tagging of primary source of funding at the deliverable level is mandatory. 	<ul style="list-style-type: none"> • Learn how to report deliverables in MEL. • MEL online guide- Deliverable reporting 	MEL platform at output level under the corresponding project or activity (main source of funding).	January 31
Capacity Development	<i>All CapDev Supervisors/ Trainers and Participants to external evenets/conferences</i>	<ol style="list-style-type: none"> 1. Anyone in charge of cap.dev. activities (trainer, supervisor etc.) may create and report capacity development activities. 2. Capacity development activities are validated by CapDev Admin. 	<ul style="list-style-type: none"> • Learn how to report CapDev activities in MEL • MEL Online guide – CapDev Reporting 	MEL platform under the corresponding project or activity (main source of funding)	January 31
Products	<i>All Products Leaders and co-leaders</i>	<ol style="list-style-type: none"> 1. Product leaders and co-leaders may report outputs and products in MEL to help identify and suggest outstanding outputs and output reports for reporting and communication purposes (e.g. included in the annual milestones, significant progress in delivery pipeline, significant cross-cutting dimension, partnerships achievements). 	<ul style="list-style-type: none"> • Learn how to report outputs in MEL • Learn how to report products in MEL 	MEL platform under the corresponding product(s) and output(s)	February 29

Cluster	<i>All Cluster Leaders supported by Product and Output Leaders and Cluster Teams</i>	<ol style="list-style-type: none"> 1. Cluster leaders and co-leaders coordinate reporting process at deliverable, innovation, milestone and outcome level. 2. Cluster leaders and co-leaders revise and approve product/output reports, when available. 3. Cluster leaders and co-leaders prepare a cluster brief synthesis (download template here) 4. Every year, cluster and flagship leaders will identify the list of outcome cases and contribution to policy changes to be developed by cluster teams. 5. Cluster leaders and co-leaders report on cluster contributions towards the achievement of planned milestones (included those not completed in previous years). 	<ul style="list-style-type: none"> • Learn how to report outcome cases. • Learn how to report policy contributions. • Learn how to report Milestones. • Consult the list of annual Milestones not reported (2017-2020) for reference. 	<ul style="list-style-type: none"> • On the Mel platform under the corresponding module • OICR& Policies: Knowledge Sharing module • Milestones: Reporting CRP • Upload filled narrative template here. 	February 29
Innovations	<i>All Cluster Leaders supported by Product and Output Leaders</i>	<ol style="list-style-type: none"> 1. Cluster leaders in coordination with their teams identify the list of innovations to be reported (<i>includes existing, which have progressed in 2020</i>). 2. The list of innovations to be reported is confirmed by Cluster leaders and new items are created by them in MEL and assigned to reporting scientists. 3. Lead scientist(s) responsible for the innovations will provide descriptive information and supporting evidence in MEL. 	<ul style="list-style-type: none"> • Learn how to report innovations in MEL . • The list of innovations reported in MEL in the previous years is available here (<i>remember to filter the information by FISH</i>) 	On MEL platform under Innovations	February 29

			<ul style="list-style-type: none"> • Brief explanation on Innovation 		
Flagship	<i>(Flagship Leaders)</i>	<ol style="list-style-type: none"> 1. Flagship leaders are responsible for consolidating main achievements, challenges and other relevant information (gender, partnership, capacity development). 2. Flagship leaders and co-leaders prepare a flagship brief synthesis (download template here). 3. Flagship leaders and co-leaders finalize achievement of planned milestones (included those not completed in previous years). 	Learn how to review and finalize the Milestone reporting	Upload here the completed Flagship template	March 24
Finance & Grants	<i>(All Finance, Grant and PM Officers)</i>	<ol style="list-style-type: none"> 1. Provide detailed financial information. 2. Update the list of W3 and bilateral projects, related budget, expenses and share by flagships and clusters. 		Upload the financial information on MEL here	March 24
CRP	<i>PMT</i>	<ol style="list-style-type: none"> 1. PMT is responsible for producing the annual report following the required format. 2. PMT is responsible for consolidating values and narratives for selected indicators at the flagship level. 3. Flagship leaders, Management Committee, Independent Steering Committee and CIP-Board of 		<ul style="list-style-type: none"> • Submit the AR 2020 to SMO • Upload the final AR in MEL here 	March 26

		Trustee members provide feedbacks for the improvement of the annual report (AR) before submission to SMO			
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