

# How to report an output

Learn how to report outputs on MEL





Go to [mel.cgiar.org](http://mel.cgiar.org) and login to your account

How to report products



Use your email and password to login

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





# Click on the Reporting menu and select the reporting framework

The screenshot shows a software interface with a top navigation bar. The 'Reporting' menu is open, and the 'CRP' option is highlighted with a red box. Below the navigation bar, there is a search bar and a 'Search Beta' button. The main content area shows a profile card for MEGI CULLHAJ, including a photo, name, and bio. The bio states: 'Megi Cullhaj is the Monitoring, Evaluation and Learning Specialist for WorldFish and the FISH CRP. She provides support and technical assistance to projects and to the Fish research program to plan, design and inform deployment of a robust MEL system. Megi also supports the use of digital platform and Management Information System to facilitate research, knowledge sharing and data management for a proficient result-based system focus on aquaculture and fisheries. She holds a Master degree in International Development Practice from Monash University, developing so a specialist knowledge of development issues and of the development sector more broadly. Her interest in making the development interventions more efficient has driven her career path into project management, monitoring, evaluation and learning to support strategic and result-... See more...'

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You may select CRP, Center or Proejct depending on the framework under which your product has been planned. To report at CRP level, select «CRP».





# Identify the outputs that are under your responsibility or co-responsibility

How to report Outputs

Reporting Dashboard

Phase1 Extension Phase1 Phase2

Activity/Product

Innovations

OUTPUT

Status:  Ongoing  Completed  Canceled

Outputs completed are those reported and approved. When an output is ended but not reported, it is presented in the ongoing view mode.

Code	Output	Type	From	To	Status	Role	My Deliverables(2019)	Action
FISH-CCSI.M&E.1	Ex-ante impact assessment and foresight studies designed and carried out ● There are no reports for this year	Knowledge	2019-01-01	2020-12-31	ongoing	Product Co-Leader, Collaborating Scientist	0	Report
FISH-CCSI.M&E.2	Ex-post performance assessment designed and carried out ● There are no reports for this year	Knowledge	2019-01-01	2020-12-31	ongoing	Product Co-Leader, Collaborating Scientist	0	Report
FISH-CCSI.M&E.3	Efficient MEL and Data Management Framework Implemented ● There are no reports for this year	Frameworks and concepts	2019-01-01	2019-12-31	ongoing	Product Co-Leader, Collaborating Scientist	0	Report
FISH-CCSI.M&E.4	MEL platform efficiently and effectively implemented in WorldFish ● There are no reports for this year	Tool	2019-01-01	2019-12-31	ongoing	Product Co-Leader, Output co-Responsible	7	Report
FISH-CCSI.CapDev.Guidelines	Capacity Development Guidelines Developed ● There are no reports for this year	Knowledge	2020-01-01	2020-12-31	ongoing	Collaborating Scientist	0	Report

Click on «Report» to open the Output page

Remember that the Output reporting has to be prepared and submitted by the output leader in collaboration with the co-responsible (if any). Follow this procedure for all the outputs you are responsible of.





# Report the overall Output

How to report Outputs

Output Reporting: CCS, M&E, HVEL platform efficiently and effectively Implemented in WorldFish

Deliverables

Click on the button «Submit Overall Output Report» to start reporting the output of reference. This will open a new window.

Click on *Add New* to access the oruput reporting template.

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# Complete the output reporting template and submit your report

How to report Outputs

**OUTPUT REPORTING**

Report Year\*   6 Months Report  12 Months Report

Main achievements\*

OECD Markers

Gender	Youth	Capacity Development & Knowledge Sharing
Relevance <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2

Main gaps analysis \*

Measures taken and adjustments proposed\*

Main achievements and challenges related to partnerships management

Overall Status of the Output 2019 - 2019  Ongoing  Complete  Postpone  Cancel

If you are not ready to submit or if you want the output co-responsible to contribute, save the report as draft. You will be able to resume the reporting and finalize it later.





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

