MEL Navigation Guide

www.mel.cgiar.org

HOMEPAGE:

can add a profile photo and summary, personal information, and change your password and privacy settings. You can also see the deliverable status for the CRPs and projects you are involved in through the management summary section.

PLANNING:

can be done at the CRP, Center, or Project level. The CRP planning structure of MEL reflects those of the CRPs implementing it, featuring: flagships, clusters, activities or products, outputs, deliverables, and capacity development. For more in depth instruction, view the webinar on login, dashboard and planning.

EVALUATION:

can overview and evaluate capacity development trainings and partnerships.

POWB/AR:

can see a synthesis of the information registered by a CRP/Project or a Center that has defined its planning. You can also overview how the information registered by a CRP or a Center are translated in contributions to the indicators defined by the System Management Office in the Annual Report.

KNOWLEDGE SHARING:

can access MELSpace, the knowledge evaluation tool, and the blog/outcome stories writing module.

GeOC

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ORGANIZE:

contains MEL users and partners. Can search and view existing users and partners or add new ones if they are not in the system.

REPORTING:

can be done at the CRP, Center, or Project level. The MEL planning structure is mirrored in the reporting section, featuring: flagships, clusters, activities or products, outputs, deliverables, and capacity development. For more in depth instruction, view the webinar on reporting.

APPROVALS:

the user may have been entitled with managing an internal workflow for the approval of items reported in activity/ product output deliverables and/or project output deliverables. All the items requiring the user's approval, edit or rejection will be listed here.

OPEN FACTS:

updated and clear information on projects, activities, and budgets managed through the platform is provided in the open facts section. Here, you can overview budgets, projects, partners, and impact pathways by a range of criteria.

SURVEY:

allows you to contact key participants over time in order to compare responses while maintaining secure data on the same server. For example, if you wish to organize a follow up survey to Capacity Development participants after one or two years and assess the changes that happened thanks to your activity, you can easily retrieve the data and launch a survey with limited costs.

MEL USER GUIDE

INTERNAL DISCUSSIONS & TECHNICAL ASSISTANCE CHAT

MEL monitoring evaluation and learning