

Annual reporting guidance 2021

Progress against CRP/Platform outcomes and milestones

Definitions

Milestones are time-bound targets that reflect progress towards a planned result. CGIAR milestones include both outputs/innovations and outcomes along impact pathways as appropriate to the scale and maturity of the work.

Outcomes are changes in knowledge, skills, attitudes and/or relationships, which manifest as changes in behavior, to which research outputs and related activities have contributed.

Report in your MIS:

Flagship

Taken from POWB

Flagship outcome for 2022

Taken from POWB

Description of summary progress against Flagship outcome (max. 100 words)

For each outcome, outline the highlights of progress, setbacks and changes of direction for the reporting year, and briefly explain how the set of milestones have contributed to current progress/direction.

The summary of progress against planned outcomes should make sense to a non-specialist reader, establishing a clear link between milestones and outcomes. All acronyms (apart from the ones in the list of accepted acronyms) should be spelled out.

Milestone

Taken from POWB (to allow for changes)

Sub-IDs

Select one primary and then a maximum of two other sub-IDs.

Ensure that you first select the “primary” sub-ID. The other sub-IDs should then be considered secondary.

Milestone status

Not all milestones in the original CRP proposals were intended to be updated yearly. If this is the case for a particular milestone, please insert the most recent information about progress here (this will be automatically done in the MIS).

Select ONE status between completed, partially completed, cancelled or changed.

- **“Partially completed”** means that the milestone/outcome has not been fully completed.
- **“Cancelled”** means that the milestone/outcome has been removed.
- **“Changed”** means that the milestone/outcome has somehow evolved or modified.

Note that you must select only one status (e.g., you cannot select “changed/partially completed”).

- If a milestone has been changed and partially completed, select “changed” and provide explanation in the evidence section (additional credible explanation).
- If a milestone has been changed and completed, select “changed” and provide explanation in the evidence section (additional credible explanation).

Status description (mandatory for milestones that are partially completed, cancelled or changed)

Select ONE main reason (dropdown):

1. Research/science: Inherent risk in unknown cutting-edge research or science
2. Financial: Funding delayed and/or cut
3. Partnership: Partners were not able to deliver a key piece on time
4. Internal resources: Key staff, infrastructure or equipment was not available at the time needed
5. Weather: For example, drought or heavy rain affecting field trials
6. External environment (political, economic, legal, market): E.g., conflict, economic/market changes
7. Other, please state: _____

Additional credible explanation is optional. Use the “Evidence” field.

Evidence (max. 200 words/milestone; mandatory for completed milestones and optional for the others)

Provide a credible explanation of progress, which would be understandable to non-specialist readers.

Links to evidence (mandatory ONLY for completed and changed milestones)

Include links to or references for supporting evidence. Documents should be fully accessible, at least to people within CGIAR. For long reports, include page number(s). List evidence according to the most relevant and updated.

CGIAR cross-cutting marker scores for gender/youth/capdev/climate change

Apply CGIAR cross-cutting scores (N/A = not applicable, 0 = not targeted, 1 = significant, 2 = principal), based on CGIAR cross-cutting marker guidance.

For cross-cutting scores 1 or 2, add a short (max. 100 words) narrative justification, explaining how the milestone specifically targets the gender/youth/capdev or climate change marker(s).

