CGIAR
Science for a food-secure future

Type 1 Technical Reporting Guidance 2024

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1. Introduction

This document provides guidance on Technical Reporting in 2024. It provides:

- Information on the Performance and Results Management System (PRMS) Reporting Tool and the latest revision to the Results Framework.
- Details on the quality assurance (QA) process and timeline.
- General guidance information in Annexes 1-6 (e.g. information on support available for reporting, the reporting timeline, title and description guidance, guidance for gender equality scoring).
- Links to key guidance resources for individual result types and indicator categories.

The action points set out in the Action Plan (Annex 1) that resulted from the 2023 Learning and Optimization process have also been prioritized with the reporting timeline in mind, and therefore decisions and updates are being finalized as much as possible in the same order as information presented in this document.

Information that is yet to be decided/updated/finalized will be highlighted in blue throughout this document. As in 2023, the Portfolio Performance Unit (PPU) will keep you informed on the latest developments regarding the 2024 technical reporting progress through bi-weekly emails sent from performanceandresults@cgiar.org.

This document complements the resources and information that can be found on the Performance and Results (P&R) Hub. For Technical Reporting, the P&R Hub contains:

Reporting resources

- Resources for 2024 Technical Reporting, including:
    - An overview of the 2024 Technical Reporting timeline
    - Technical reporting updates as they are released. This may include guidance and template updates, PRMS new developments, timeline updates, etc.
    - Reporting guidance, including a set of support materials on Innovation Packages and Scaling Readiness (IPSR)
    - Link to the PRMS Reporting Tool
    - Reporting templates and design mock-ups
    - Past event (meetings/drop-ins etc.) recordings and materials (slide decks, meeting notes etc.) relevant to 2024 Technical Reporting

Upcoming reporting dates and events

- Important upcoming reporting dates and deadlines (Results submission dates, quality assurance dates, etc.)
- Dates and details of upcoming events (meetings/drop-ins etc.)

Reporting Q&A

- A set of questions and answers related to Technical Reporting. This page will be updated regularly with new questions and updated answers.

If you have any questions related to the information presented in this document, please contact performanceandresults@cgiar.org.

2. Background

The Technical Reporting process has been developed in alignment with the Strategic Impact, Monitoring and Evaluation Committee (SIMEC)-endorsed CGIAR Technical Reporting Arrangement which describes the content, timing, format, standards and scope of technical reporting applicable to all CGIAR Initiatives/Platforms/Projects. The Type 1 Technical Report is designed to provide assurance on annual progress towards End of Initiative outcomes (EOIOs).

2024 Type 1 reports will be key in assessment by donors and evaluators of the success of the first 3-year CGIAR business cycle. It is crucial that these reports adequately reflect progress towards planned outputs and outcomes.

For reference, the 2023 Type 1 reports, Type 3 report and the CGIAR Portfolio Narrative can be accessed here.

3. General points

PRMS Reporting Tool
The PRMS Reporting Tool will be open for 2024 key results reporting from **Monday 8 July 2024**. To the extent possible and given the transition to the 2025 Portfolio, we strongly recommend that as many 2024 results as possible be reported by the end of November 2024.

While the PRMS Reporting Tool will remain **open until Friday, 31 January, 2025**, the December-January reporting period should focus on results that have become available at the end of 2024, such as MELIA studies, synthesis deliverables and/or key recently published knowledge products. Please minimize these late submissions, as resources for reporting and QA in Q1 2025 will be limited.

Selected information entered into the PRMS Reporting Tool will be quality assessed (see **section 6** in this document for details) and will then be included in the Type 1 Technical Report.

For more information on PRMS reporting, see **sections 4 and 5**.

Type 1 reports
Each Initiative/Impact Platform/SGP is required to submit a completed and cleared Type 1 Technical Report in **Microsoft Word** format by **Friday, 28 March 2025** to

performanceandresults@cgiar.org. The Portfolio Performance Unit (PPU) will acknowledge receipt of your submission.

Photos for inclusion in the report can be submitted into the designated Microsoft Teams folder available for Initiative files. For photos, include captions and credits.

For more information on the Type 1 reports, please see **section 7**.

Ensuring quality over quantity

The results of the 2022 and 2023 Learning and Optimization processes for the CGIAR Technical Reporting highlighted the need to move away from incentivizing the reporting of high quantities of results and to instead **focus on the quality and significance of outputs, outcomes, and partnerships**.

This guidance document and related materials and support modalities aim to support your efforts to focus on quality and progress against ToCs.

In addition, please consider updating existing results (especially innovations and outcomes) where possible, as opposed to reporting new results; this will avoid proliferation/duplication of results and reduce the data entry burden.

Note that for capacity sharing for development results, when **the number of trainees in a workshop/training reported in the past (in 2022 and/or 2023) is to be updated in 2024,** the number should be **updated cumulatively,** combining the previously reported number of trainees with the new number of trainees.

Other key points:

Report results that you can build on to evidence the achievement of ToC targets. Use the targets as a guide for what is to be reported for each indicator category. This will support reporting on the progress towards End of Initiative outcome delivery through the Outcome module of PRMS.

Prioritize impactful knowledge product types needed to achieve outcomes. A few well-targeted policy briefs and articles in high-impact journals are preferred over a multitude of "reports".

Prepare high-quality knowledge products. All knowledge products should undergo a review process based on the Center or Initiative policy for the type of output, be thoroughly edited and proofread, and receive the appropriate branding before being submitted for entry in CGSpace. You can find contact information of Center curators here. Drafts or incomplete products are not acceptable reporting items, and it is not possible to report a knowledge product without a CGSpace handle. See more details in the guidance document on knowledge products, and the Publications checklist for CGIAR.

This year more than ever, there is no need to report the same/similar content under multiple indicator categories. Report results once under the most appropriate and relevant indicator category for each result. The Standard Indicator Description Sheets for outputs and outcomes, and the individual guidance documents for each indicator category can help to make this determination. **Guidance is also available on reporting "other outputs" and "other outcomes"**(here), and **Annex 7 of this document provides some guidance on the distinguishing between outputs and outcomes**. Also **consider whether the content is better suited as evidence for a result, or can be considered a result itself.**

Some examples include:

- If a blog post explains an event, then the blog is the evidence for what could be reported as an "other output" – the event. The blog itself is not a result. The "other output" should have the title of the event and not the title of the blog. The "other output" description should explain why that event/output is important to influence a behavioral change along the ToC pathway. Other examples include:

- Avoiding reporting a blog (as an "other output") announcing the publication of a peer-reviewed paper (reported as knowledge product) — if not strictly required by the ToC.

- It is preferable to merge several webinars into a series of webinars instead of reporting them separately — if this is aligned with the ToC.

4. What's new in the PRMS in 2024

Some of the updates below are currently being implemented in the PRMS Reporting Tool. These updates are highlighted in blue.

We will keep you informed about the progress on these enhancements through the bi-weekly Technical Reporting email and updates on the P&R hub/Latest Updates section.

1. The **PRMS Reporting Tool** is open earlier than in 2023, from **Monday 8 July 2024,** and will be open throughout the reporting period for the submission of results, even during the quality assurance periods. However, please note that once results are submitted, they can no longer be edited or removed. Reporting for 2024 results will close on **Friday, 31 January 2025**. However, as mentioned above, to the extent possible and given the transition to the 2025 Portfolio, we strongly recommend that as many 2024 results as possible be reported by mid-November 2024.

2. A new module, "**Reporting on End-of-Initiative and Work Package Outcome Indicator Targets**" is currently in development and is expected to be available by the end of Q4. This module provides an opportunity to assess progress against the cumulative targets for both Work Package Outcome (WP-O) and End-of-Initiative Outcome (EOI-O) indicators for the 2022–2024 portfolio. By utilizing this reporting tool, Initiatives, Impact Area Platforms, and SGPs will be able to present a more comprehensive view of their achievements as we transition to the 2025–2030 portfolio, aligning results and evidence with the indicator targets achieved. The module will directly inform the PRMS Type 1 elements in Sections 2 and 3, offering valuable data to complement the Type 1 report

narrative.

The module will pull data from the Theory of Change (TOC) Boards. In preparation, some revisions to the TOC Boards were necessary to ensure their accuracy, completeness, and consistency. With support from all reporting entities and coordination from PCU, updates to the TOCs were implemented to guarantee the following:

- All outcomes have one or more indicators, each with an indicator type, unit of measurement, baseline, and cumulative targets
- Indicators measure only one variable at a time, with compound indicators appropriately broken down
- Standard indicator types are selected for each indicator, wherever possible
- A consistent unit of measurement is used for each indicator, wherever possible
- Each indicator has a quantitative baseline and cumulative target, with no text in the baseline or target fields
- Each indicator target set for 2024 reflects the cumulative total for the 2022–2024 Portfolio period

The outcome module will be available in PRMS in early December. An information session will be held prior to release.

3. A **Notifications Module** in the PRMS Reporting Tool is now available. This feature provides updates on actions required for shared results across Initiatives. As part of this update, Initiatives tagged as 'contributors' to a result can now receive **email notifications**.
    a. To prevent inbox overflow, by default these notifications are disabled. To enable them, either follow the instructions in PRMS (as outlined in the release note) or add your name and email and/or those of relevant colleagues to this table, and we will activate them for you and/or these colleagues. If you choose not to enable email notifications, check regularly the Notifications module (located in the upper-right corner of the PRMS main page) to ensure you stay informed about any collaboration requests related to results from other Initiatives.
    b. Please note:
        i. Results can be submitted even if acceptance of contribution is pending.
        ii. For the contributor to be recorded as part of the 2024 reporting, contribution requests must be accepted by the end of the QA process for that result, as no further changes can be made post-QA.

4. **External partners** collaborating with CGIAR Initiatives/Platforms/SGPs can now be **tagged as primary submitters of results**. This functionality was developed in response to feedback/requests from Initiatives. For more information, please see the release note.

5. For **knowledge products** (output):
    - We have implemented a functionality for the PRMS to automatically replace any link that is not the permanent CGSpace link by the permanent CGSpace link of the Knowledge Product (KP). This ensures that even if the

KP undergoes changes over time, its link remains stable, allowing people to always access the latest version through the permanent link.

6. For **innovation development** (output), the following fields will be adjusted to the PRMS Reporting Tool:
   - Updated drop-down/responses options for inactive innovations.
   - Added a field to justify a drop in innovation readiness level (if applicable).

7. For **Innovation Packages and Scaling Readiness** (IPSR) pathway for reporting innovation use, the following fields will be adjusted/removed:
   - removal of the following question and its related data fields: ''Would you like this IPSR innovation use result to be published as a stand-alone CGIAR IPSR Innovation Packaging and Scaling Readiness report (PDF)?''. Innovation Package reference materials data fields will be added to the end of step 3.
   - removal of ''Self-assessment of Innovation Readiness and Use during IPSR workshop'' section from step 3.
   - removal of the IA/AA/SGD info in step 1.

8. When reporting 2024 results, to avoid issues with **evidence** access during quality assessment, **all evidence that is not publicly accessible must be uploaded to the PRMS repository**. For guidance on properly saving evidence, you can watch this brief 1-minute video. Updated guidance for submitting evidence for results in the PRMS is now available in the individual SIDS for outputs and outcomes, and the individual guidance documents for each indicator category. Also see Annex 4 for more details.

9. For **quality assurance** (QA), as the PRMS Reporting Tool will be open throughout the year, the QA **process** will take place in two main batches. (This is a provisional plan and may be adjusted as more information becomes available.) See Section 6 of this document for details.

10. For **geographic location** (for outputs and outcomes), since January 2024 there is an option to select "sub-national". For sub-national, multiple inputs can be made unless they add up to a specific country, in which case, country should be selected. Please use this option in order for more disaggregated geographic information about results to become available in the Results Dashboard.

5. PRMS Reporting Tool guidance

The PRMS Reporting Tool is used to report key results for 2024.

PRMS Reporting Tool

It is **important to continually save your progress** as the PRMS Reporting Tool does not currently have an automatic save function.

Ensure you regularly close and refresh the PRMS Reporting Tool (ensuring that you save your work first) as updates will be periodically made to the system. By refreshing the Tool you will be sure to be working with the latest version.

Ensure you regularly check the 'Notifications' tab in PRMS to address collaboration requests related to results submitted by other entities.

Reporting on indicators

Drawing on the CGIAR Performance and Results Management Framework 2022-2030 and the CGIAR 2030 Research and Innovation Strategy, reporting key results refers to reporting on **indicators** for result types:

1. Initiative/Impact Platform/Science Group Project output
2. Initiative/Impact Platform/ Science Group Project outcome

These result types are mapped to the spheres of control, influence and interest, as set out in the CGIAR Result Framework and the **theory of change.**

What can be reported as Initiative/Impact Platform/Science Group Project outputs

a. **Knowledge products:** defined by the CGIAR Open and FAIR Data Assets Policy using the term "data asset". Knowledge products are intellectual assets generated from research and development activities such as articles, briefs, reports, extension and training content, databases, software, and multimedia elements that contribute to behavioral changes in particular actors.

   For reporting, users should only consider knowledge products that are integral to an Initiative's/Project's theory of change (TOC).

   Knowledge products within a TOC are meant for use by Initiative/Project actors (e.g., a policy brief produced as an Initiative's output to support a policymaker's action). To be eligible for reporting, a knowledge product should be a finalized product. Drafts (e.g., a draft brief) or preprints are not suitable, except in some cases. Please click here for the latest preprint guidance. Other "data assets" (e.g., videos) as defined in the policy or any digital product (e.g., internal reports) illustrating an output or outcome should not be reported under this indicator and should instead be used as evidence for the relevant output or outcome.

   If a knowledge product aligns with the above criteria and adheres to the policy, it should be stored in CGSpace, following a typology set by the CGSpace community, as outlined in the CGCore and international standards.

b. **Capacity sharing for development:** number of people trained by CGIAR, with the aim of leading to changes in knowledge, attitude, skills and practice, i.e. behavior.

c. **Innovation development:** a new, improved, or adapted output or groups of outputs such as technologies, products and services, policies, and other organizational and institutional arrangements with high potential to contribute to positive impacts when used at scale.

d. **Other:** outputs that do not fit the other categories, but which are important for documenting progress in the theory of change or for use in future evaluations (for example, presentations made, or webinars held, documentation of reflection meetings, development of tools and procedures for internal purposes). Intermediate or draft products should not be reported.

Output resources

- Standard indicator description sheet: outputs
- Guidance document on knowledge products
- Guidance document on capacity sharing for development
- Guidance document on innovation development

What can be reported as Initiative/Impact Platform/Science Group Project outcomes

a. **Policy change:** policies, strategies, legal instruments, programs, budgets, or investments at different scales (local to global) that have been modified in design or implementation, with evidence that the change was informed by CGIAR research. These include actions by the public and private sectors.

b. **Innovation use:** the extent to which an innovation is being used, by which type of users and under which conditions.

c. **Genetic material accessions:** fulfilled genebank germplasm requests.

d. **Other:** outcomes that do not fit cleanly into any of the above. These may be related to more general capacity building (e.g. a curriculum, use of a survey tool) or more general uptake of CGIAR research or formation of a partnership or network that extends beyond innovation or policy alone.

Note that the number of genebank germplasm requests fulfilled, and the corresponding indicator category – genetic material accessions – applies to genebanks. This information is entered into the Genebanks Online Reporting Tool (ORT) separate from the PRMS Reporting Tool. Data is then displayed in the PRMS Dashboard together with all the other information.

Outcome resources

- Standard indicator description sheet: outcomes
- Guidance document on policy change
- Guidance document on innovation use (IPSR pathway)

If you have any questions about which result type you should report, please contact performanceandresults@cgiar.org.

6. Quality assurance process

For the 2024 Technical Reporting, the PRMS Reporting Tool will be open throughout the year, and the QA process will take place in two main batches: one in Q4 2024 and one in Q1 2025 (see diagram below). However, the current QA plan is provisional and may be adjusted as more information becomes available.

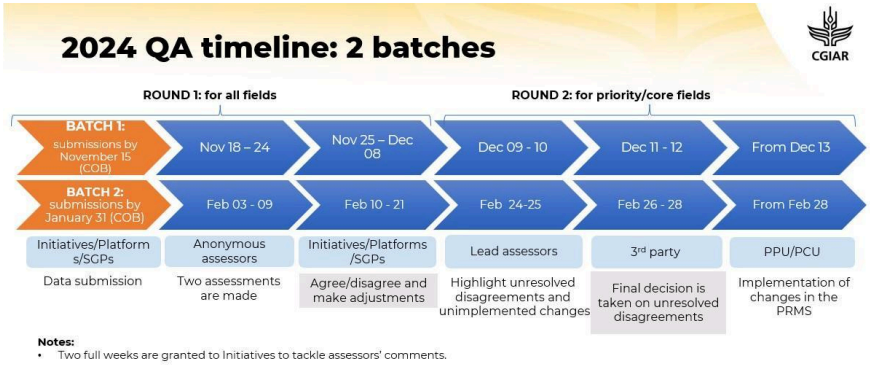
The first batch will take place from **18 November** to **13 December 2024 (2024 results submitted until COB 15 November will be quality assessed during this batch)**.

During the process, **between 25 November and 8 December 2024,** Initiatives/Impact Platforms/SGPs will have an opportunity to respond to any comments or queries made by the QA team regarding the assessment of their key results. During this period, Initiatives/Impact Platforms/SGPs will also implement agreed changes that result from the QA process.

For the second batch, the QA process will take place from **3-28 February 2025**. The PRMS will be closed from reporting 2024 results from **COB 31 January 2025** - results entered by this date will be part of the second QA batch. Again, there will be a window for Initiatives/Impact Platforms/SGPs between **10-21 February 2025** to respond to any comments or queries made by the QA team and a chance to implement agreed changes.

Outstanding comments (batch 2): If, by the end of the Initiative window, there are still outstanding comments **on outcomes** that have not been addressed, PPU/PCU will consider that the Initiative agrees with the comments provided by the assessors on regular fields and will follow the Third Party suggestions on priority fields. Consequently, PPU/PCU will proceed with the implementation of the specified changes or the removal of the result accordingly.

During the first QA period, the PRMS Reporting Tool will remain open for the submission of new results and the updating of previously reported results.



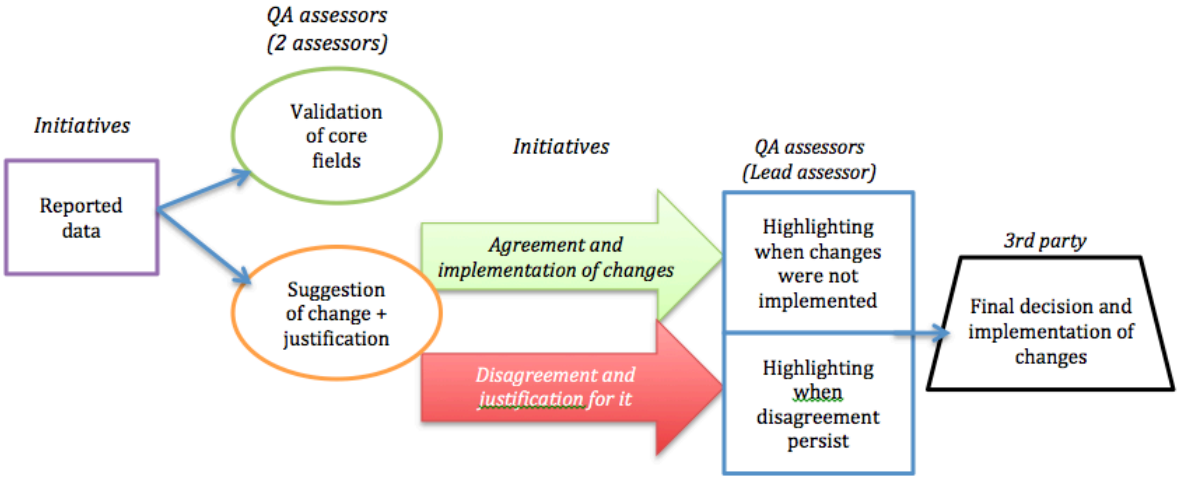
Also see **Annex 2** for a reporting timeline overview.

QA process details

Quality assurance is managed by PPU using a team of quality assessors. Two assessors cross-check each result indicator independently, and a **third-party tiebreaker mechanism** is used for priority data fields to resolve ongoing disagreements. QA assessors are provided with the following guidance, which includes QA criteria and instructions for assessment.

The QA process follows four steps:

1. Initiatives/Impact Platforms/Projects report their data.
2. Two QA assessors cross-check the reported data. The first one validates/corrects each info point, whereas the second one (Lead assessor) validates or corrects the assessment provided by the first assessor, and provides a final consolidated comment. For core fields, the assessors leave a justification/rationale for the requested changes.
3. Initiatives/Impact Platforms/Projects validate the change suggested by QA assessors, based on the provided rationale, or highlight their disagreement and provide a justification for it.
4. In case of disagreement, a **third party** will broker an agreement with the support of subject matter experts as required. The third-party decision will be allocated to the Science Group Director or their MELIA focal point.



Therefore, according to the importance of the different data points, reported data will be either:

- Quality assessed: for non-priority data fields, assessors will quality assess the data against criteria, with Initiatives/Impact Platforms/Projects holding the responsibility for the final reported data; OR
- Quality assured: for priority fields, a further third-party mechanism is implemented to ensure the accuracy of the reported data.

Note that:

- "Other" outputs are only partially quality assured, focusing on whether they:
  - Qualify as a result or not
  - Have been reported in the right type/indicator category, and
  - Are supported by evidence.

- As in previous years and given resource constraints, only knowledge products that are peer-reviewed publications and/or MELIA studies will be part QAed. This decision is based on an assessment of the added value of the investment needed to QA other knowledge product types. Center knowledge managers review the quality and metadata for all research outputs entered into CGSpace.
- Peer-reviewed papers are firstly screened by the M-QAP system, which validates the reported date based on information retrieved from Scopus/the Web of Science.

The main issues that may require the third-party party tiebreaker mechanism include:

- Is this a result and the right type of result, and the right indicator category (e.g. output, outcome, impact; innovation development, knowledge product)?
- Is this result at the right stage of maturity?
- Is there evidence of CGIAR contribution to the result?

Table 6.1: Non-priority and priority data fields for quality assurance

Indicator category	Parameter	Not quality assessed	Non-priority fields that are quality assessed only by assessors (1st round QA)	Priority fields that can be referred for 3rd-party review (2nd round QA)
Common to all	Result type			X
Common to all	Indicator category			X
Common to all	Title *(30 words)*		X	
Common to all	Description *(150 words)*		X	
Common to all	Theory of Change match: *Match to planned Output* *OR Link to WP Outcome* *OR Link to EoI Outcome* *OR Link to AA Outcome*		X	
Common to all	Achieved Output Values against planned Targets	X		
Common to all	Geographic location		X	
Common to all	Subject of outcome	X		
Common to all	Contributing Centers	X		
Common to all	Contributing partner organizations	X		
Common to all	Contributing Initiatives and non-pooled projects	X		
Common to all	New or updated result	X		
Common to all	Contributing results	X		
Common to all	Impact Area score		X	
Common to all	Evidence			X
Common to all	Impact Area evidence		X	
Capacity Sharing for Development	# people trained (male, female, non-binary, unknown)		X	
Capacity Sharing for Development	Long-term or short-term		X	
Capacity Sharing for Development	Master's / PhD		X	
Capacity Sharing for Development	Delivery method		X	
Capacity Sharing for Development	Trainees attending on behalf of an organization		X	
Knowledge Product	Is it a MELIA?			X

Knowledge Product	MELIA previously planned in the online submission tool?	X		
Knowledge Product	Permanent unique Identifier		X	
Knowledge Product	Issue date		X	
Knowledge Product	Title		X	
Knowledge Product	Authors		X	
Knowledge Product	Knowledge product type		X	
Knowledge Product	Description	X		
Knowledge Product	Peer reviewed (Y/N)			X
Knowledge Product	Web of Science Core Collection		X	
Knowledge Product	Accessibility		X	
Knowledge Product	License	X		
Knowledge Product	Keywords	X		
Knowledge Product	Altmetric Attention Score	X		
Knowledge Product	Reference to other knowledge product	X		
Knowledge Product	FAIR score	X		
Innovation Dev	Short title *(10 words)*		X	
Innovation Dev	Innovation nature *(incremental/radical/ disruptive/other)*		X	
Innovation Dev	Typology *(tech/cap dev/policy/ other)*		X	
Innovation Dev	Genetic Innovation: New or improved variety or breed		X	
Innovation Dev	# of individual new or improved lines/varieties		X	
Innovation Dev	Anticipated innovation use (*actor, organization, other*) with disaggregated sex/age data		X	

Innovation Dev	Responsible innovation and scaling— Gender Equality and Social Inclusion	X		
Innovation Dev	Responsible innovation and scaling— Unintended negative consequences	X		
Innovation Dev	Intellectual property rights	X		
Innovation Dev	Developer	X		
Innovation Dev	Collaborators	X		
Innovation Dev	Innovation team diversity	X		
Innovation Dev	Innovation Readiness Level			X
Innovation Dev	Innovation Readiness Level justification		X	
Innovation Dev	Estimated USD investment	X		
Innovation Dev	Acknowledgement	X		
Innovation Dev	Visuals	X		
Innovation Dev	Reference materials	X		
Policy Change	Link to the capacity development of key actors in a policy process OR a policy change		X	
Policy Change	Link to any engagement activity or event (Y/N)	X		
Policy Change	Policy type		X	
Policy Change	Unit of measure (# of policy/USD amount)		X	
Policy Change	Confirmed/estimated/ unknown		X	
Policy Change	Stage			X
Policy Change	Policy implementation *(whose policy is this?)*		X	
Innovation Use (non-IPRS pathway)	Current Innovation usage numbers + evidence			X
Innovation Use (IPSR pathway)	Targeted innovation use number (M / F / Y)		X	
Innovation Use (IPSR pathway)	Complementary Innovation/enabler/ solution (short name, long name, and enabler function)		X	
Innovation Use (IPSR pathway)	Expert workshop organized (Y/N)	X		

Innovation Use (IPSR pathway)	Readiness Levels + evidence for core and complementary innovation/enabler/ solution			X
Innovation Use (IPSR pathway)	Use Levels + evidence for core and complementary innovation/enabler/ solution			X
Innovation Use (IPSR pathway)	Current innovation usage number + evidence			X
Innovation Use (IPSR pathway)	Additional information fields (anticipated investments, acknowledgement, visuals, reference materials)	X		
Impact contribution	# benefitting			X

7. Type 1 report templates and submission

Type 1 templates and design mock-ups:

- Initiatives: Template | Design mock-up
- Impact Platforms using Modules: Template | Design mock-up
- Impact Platforms not using Modules: Template | Design mock-up
- Science Group Projects: Template | Design mock-up

These templates and mockups can also be found on the P&R Hub.

Each Initiative/Impact Platform/SGP is required to submit a completed and cleared Type 1 Technical Report in **Microsoft Word** format by **Friday, 28 March 2025** to performanceandresults@cgiar.org. The Portfolio Performance Unit (PPU) will acknowledge receipt of your submission.

Photos for inclusion in the report can be submitted into the designated Microsoft Teams folder available for Initiative files. For photos, include captions and credits.

Additional information

As this is the final year for this Portfolio, the aim has been to simplify Technical Reporting for 2024 as much as possible while still meeting the requirements of the TRA. As such, the two main updates for the 2024 Type 1 templates are:

1. **The adaptive management section has been removed** as we do not anticipate that Initiatives/Impact Platforms will conduct a 'reflect' adaptive management process for the final year of this Portfolio.

2. Content **will include both 2024 results reporting, and summative results reporting for the period 2022-2024** (or the applicable timeframe for the Initiative/Impact Platform).
    - The TRA states that each reporting entity is required to submit a 3-year summative Type 1 report at the end of the business cycle, providing a comprehensive overview of the outcomes achieved. to reduce the overall workload, editorial efforts, while still fulfilling the Technical Reporting requirements, the 2024 Type 1 report and the 3-year summative report have been merged into one process and product.

These updates have been reviewed by the PPU and a range of stakeholders, including the Project Coordination Unit (PCU), Science Group Senior Program Managers (SPMs), Science Group MELIA Focal Points, and CGIAR's Communications & Outreach (C&O) unit.

Key style notes

- All reports will undergo a copyedit, administered by PPU.

In addition, please note the following style points:

- The CGIAR Quick style guide (Feb 2024) should be followed.
- When referring to Initiatives throughout the report, the Initiative official short name should be used. The short name of the Initiative without "CGIAR Research Initiative on" can be used after the first use. "The Initiative" or "this Initiative" can be used where it is obvious which one is being referred to.
- Spell out acronyms in full in the first instance, with the acronym in brackets after the term/title, and then use the acronym thereafter.
- Keep to word limits as much as possible. If a section is more than 30% longer than the word limit, the copy editor contracted by PPU will shorten the section and collaborate with the Initiative to ensure the revised version aligns with your intended message.
- Do not use an article before CGIAR, i.e., CGIAR, not the CGIAR. Only use CGIAR, even in the first instance.
- Always capitalize:
    - Initiative.
    - Impact Platform.
    - Work Package.
    - Innovation Package.
    - Impact Area.
    - Science Group.

- Theory of change does not need to be capitalized, except for the first letter if it starts a sentence. Use TOC for the acronym.
- Agrifood/agrifood, not agri-food. (As per the CGIAR 2030 Research and Innovation Strategy.)
- Citations and references to supporting material included within the report should be done using hyperlinks.
- **Ensure that all hyperlinks are working correctly.**
- All partners, countries and regions mentioned within the report must align with the CGIAR lists in CLARISA.

Formatting notes

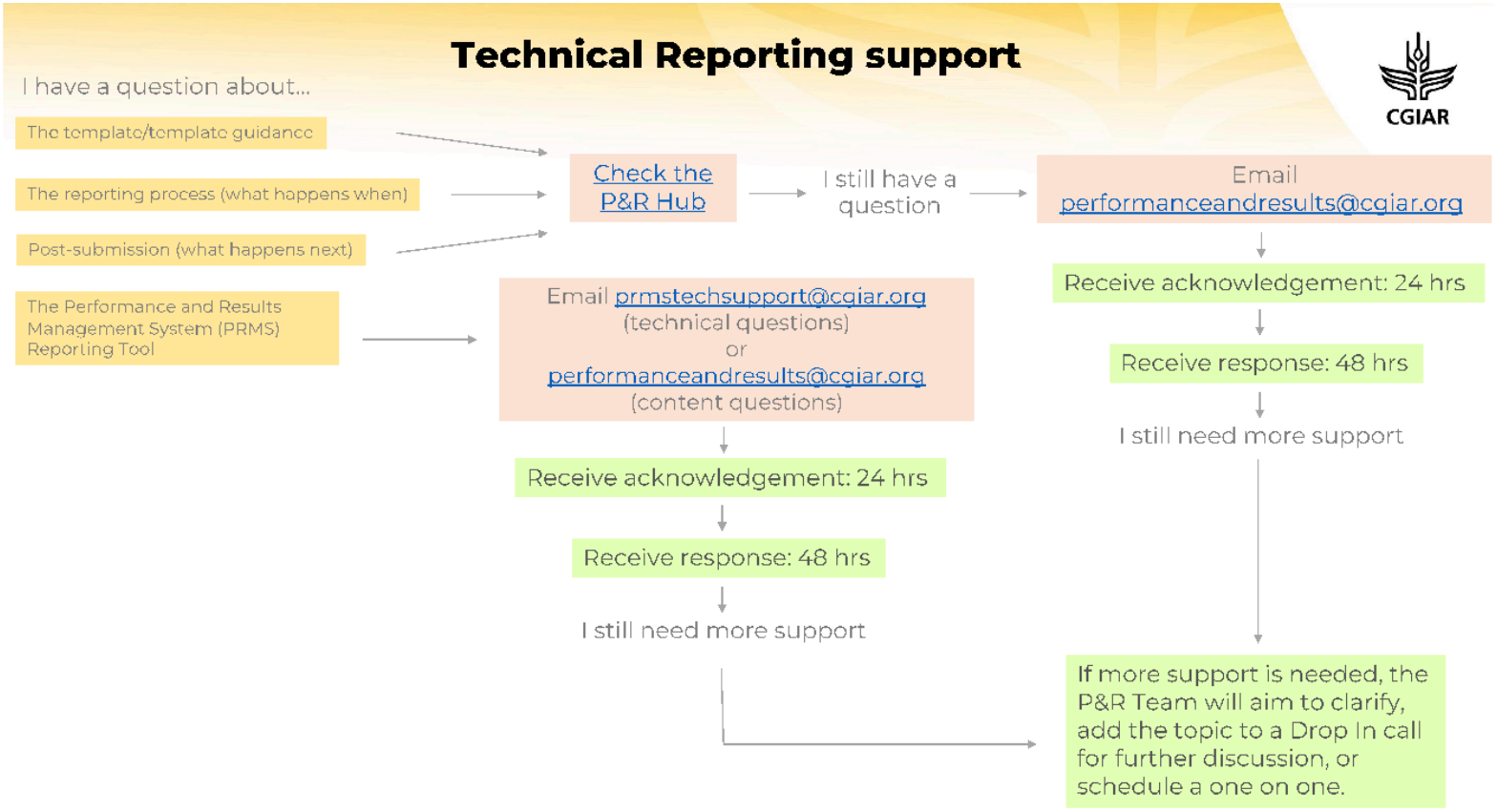
- There are no set formatting guidelines for reports. The most important principle is to ensure readability. Reports do not need to be designed and formatted professionally – PPU will be engaging graphic designers to format the Type 1 Technical Reports.
- However, do ensure that:
    - Any guidance text is deleted from the final version of the report.
    - The report has page numbers.

Type 1 Technical Report availability and use

- After finalization, the Type 1 Technical Reports will be available on the CGIAR website, and through the CGIAR Annual Report.

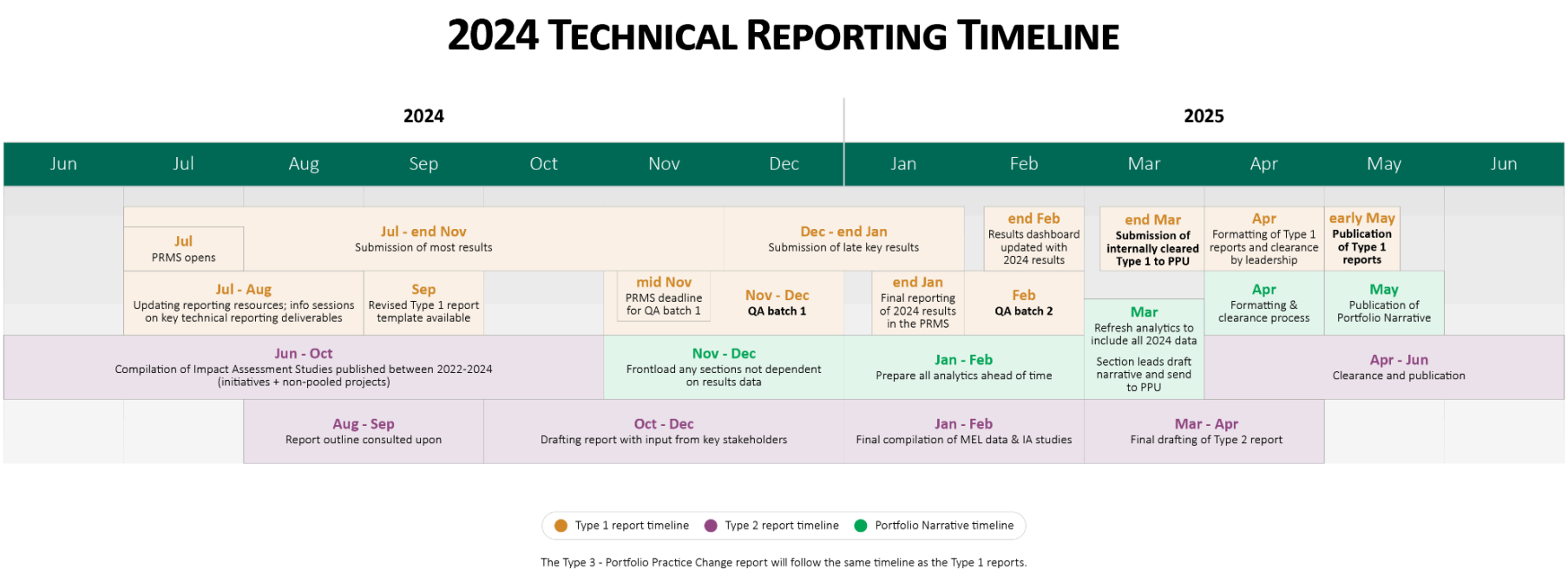
- Content from the Type 1 Technical Reports will be used to:
    - Populate certain sections of the CGIAR Results Dashboard.
    - Generate data, insights and information for the CGIAR Portfolio Narrative, an annual report that provides a broader view on portfolio coherence, including results, partnerships, country and regional engagement, and synergies among the portfolio's constituent parts. More details on the Portfolio Narrative can be found in the CGIAR Technical Reporting Arrangement.
    - Provide content for, and inform the Type 2 report, which is produced every three years (each business cycle), and covers CGIAR's contribution to Science Group outcomes and Impact Areas/Collective Global 2030 Targets/Sustainable Development Goals. More details on the Type 2 report can be found in the CGIAR Technical Reporting Arrangement. The first Type 2 report will be published in 2025 for the period 2022-2024.
    - Provide content for and inform the CGIAR Annual Report.

Annex 1: Available support to Initiatives/Impact Platforms/Projects



Annex 2: 2024 Reporting timeline and deliverables

Timeline



Technical Reporting deliverables

2024 Technical Reporting Deliverables	Due Date
Reporting of 2024 Results through PRMS	July 2024 – 31 January 2025
Quality Assurance (QA) batch 1	December 2024
Quality Assurance (QA) batch 2	February 2025
Results Dashboard updated with 2024 results	February 2025
Type 1 reports developed, internally cleared and submitted to PPU	End of March 2025
Type 1 Reports formatted and cleared for publication	April 2025
Type 1 Reports published	May 2025

Annex 3: Title and description guidance

Title

Main rule: The title should be informative, concise and clear to non-specialist audiences. This means that, as much as possible within the word limit and the specificity of each result, it should:

- Clearly state what the result is about – "what it is", "what it does".
- Specify the societal/environmental relevance – "for what/whom" and "from/by whom".
- Be phrased in a way that clearly identifies the indicator category (e.g., an innovation development or a policy change etc.) and result type (output, outcome or impact). It is not recommended to state the exact name of the indicator category or result type, but the title should align with what these are.
- Not be phrased generically using a paper (unless it is a knowledge product), activity or project title (e.g., promoting bean flour) or as a goal (e.g., strengthened capacity for poor women) or with vague/imprecise expressions (e.g., new approach to...).
- Avoid acronyms, abbreviations or technical jargon – the title should be able to stand alone, and be understandable to an informed but not necessarily specialist audience.
- Include the use of CGIAR Centre, Initiative or organization names, when there is a clear link or contribution to the result, and ensure that the reference to the organization is understandable for a non-specialized audience.
- Include the geographic location, when relevant.
- Describe varieties or breeds by their generic traits or characteristics, when relevant.
- Use words that create a positive impression and stimulate interest, while avoiding catchy, over-claiming or over-exaggerated expressions.
- For impact contributions, clearly show impact at scale.
- Note: From 2023, result titles should contain the most important metadata to search for and manage knowledge at CGIAR. These metadata should also respond to planned results in TOC/OST outputs-outcomes-impact pathways.

Details on how to write a good title: best practices for reference

Outputs
The title of an output may tentatively include: · *a **subject**: the products (i.e., knowledge), goods (i.e., tools, innovations), and services (i.e., a forum, network, dialogue) of research and the research process;* · *a **verb**: to explain how the output is produced and shared/disseminated, with clear reference to maturity levels for innovation development;*

· other **complements** to explain context, e.g., aim, time, space.	
Knowledge product *e.g., thematic area + dissemination type + from whom + to whom + where + what for*	*Performance evaluation study on fortified maize varieties published for extension actors to update and scale training material for farmer field visits in Mexico.*
Innovation development *e.g., name of innovation + type + stage of development + actors involved in development stage + purpose of innovation + where the innovation development is from + where for*	*New single-primer technology to enrich white maize with zinc tested by small- and medium-sized enterprises in Mexico for scaling in Zambia.*
Capacity sharing for development *e.g., thematic area + dissemination type + from whom + to whom + where + what for*	*Online one-week training on fortified maize variety agronomical practices organized for small- and medium-sized enterprises to scale with farmers in Mexico.*
Outcomes	
The title of an outcome is a statement, and in theory builds on outputs, and may tentatively include: *1. A **subject**: the output or antecedent outcomes* *2. **Subject complements**: where the output statement verb becomes part of the subject* *3. A **verb**: to explain how the output produced and shared/disseminated led to change* *4. Other **complements** to explain context, specifically actors benefiting from the change in time and space.*	
Policy change *e.g., what policy change by type of policy + from what output(s) + by whom it is driven + for what + where + thanks to whom + magnitude descriptor/unit of measure.*	*Biofortified white maize variety prioritized by the Ministry of Agriculture in a new agricultural strategy in Zambia to increase dissemination.*
Innovation use *e.g., innovation development title + use scale + by whom + magnitude of use by no. of people or other unit of measure.*	*New single-primer technology to enrich white maize with zinc tested by small and medium enterprises in Mexico for scaling in Zambia*

	was planted by 100 farmer communities with a total increased yield of X t/ha in 2022.

Description

Main rule: The description should complement the title and be clear to a non-specialist audience.

This means that, as much as possible within the word limit and the specificity of each result, it should:

- Add further details to the "what it is", "what it does", "by who" and "for whom" presented in the title.
- Provide the background information necessary to understand the relevance of the result (e.g., the challenges it addressed, previous results that made this result possible).
- Clearly point to CGIAR and partner contributions.
- Avoid redundancy (e.g., repetition of the title).
- Avoid technical terms, jargon and abbreviations – or, if mentioned, provide details that make them understandable (e.g., Xtch Flag, which is software used for ...).
- Ensure consistency with information reported in other data fields (e.g., title [while avoiding repetition] and geographic scope).
- Highlight key points of interest clearly (for a non-specialist reader).
- Describe varieties or breeds by their generic traits or characteristics.

Annex 4: General guidance on submitting evidence for results

- No evidence is required for capacity sharing for development results and innovation development results at the idea stage.
- For knowledge products, the **permanent** CGSpace **link** for the knowledge product being reported is required.
- For all indicator categories, **if an Impact Area tag of 2** has been selected, at least one piece of evidence must be submitted related to the Impact Area.

When evidence is submitted:

- Submit a maximum of 6 pieces of evidence.
- List evidence from most to least important.
- Evidence should point to CGIAR contribution and, when applicable, reflect the selected scores/levels.
- Evidence **links** and **file uploads** are both possible in the PRMS.
- All links provided should be publicly accessible. All CGIAR publications should be shared using a CGSpace link.
- Links to SharePoint, One Drive, Google Drive, DropBox, and other file storage platforms are not allowed. If you do not have a CGSpace or other public link available, use the "Upload file" option to upload your evidence to the PRMS repository.
- For confidential evidence, select "Upload file" and then "No" to indicate that it should not be public.
- If you add an evidence link, or indicate that the file being uploaded to the PRMS repository is **public**:
    - You confirm that the file is publicly accessible.
    - You confirm that all intellectual property rights related to the file have been observed. This includes any rights relevant to the document owner's Center affiliation and any specific rights tied to content within the document, such as images.
    - You agree to the file link being displayed on the CGIAR Results Dashboard.
- If you indicate that the file being uploaded to the PRMS repository is **NOT public**:
    - You confirm that the file should not be publicly accessible.
    - The file will not be accessible through the CGIAR Results Dashboard.
- The file will be stored in the PRMS repository and will only be accessible by CGIAR staff (e.g. quality assurance assessors) with the repository link.
- Documents in the PRMS repository will be **view-only** and **cannot** be edited.

Also see the individual guidance documents for each indicator category for specific guidance on submitting evidence.

Annex 5: Guidelines for scoring for gender equality in agriculture

We can use the following guidelines to screen research products against the gender marker to ensure accurate and consistent scoring based on their relevance to gender equality in agriculture. This will help create a more accurate representation of the research landscape and contribute to informed decision-making in agricultural policy and practice.

1. Understanding gender equality in agriculture:

Gender equality refers to the equal rights, responsibilities, and opportunities of all individuals regardless of their gender. In the context of agriculture, gender equality addresses the disparities and biases that may exist in access to resources, decision-making, and benefits among individuals of different genders.

2. Categories defined:

- Principal (marked 2): Use this score when the research output is a product of a project/program whose main objective is gender equality (meaning that it aims to understand, address, or contribute to closing gender- related gaps and inequalities). Gender equality is fundamental in the design and expected results of the project/program, and without this objective, the project/program would not have been undertaken.

- Significant (marked 1): Use this score when the research output is a product of a project/program that considers gender equality as an important and deliberate objective but is not the main reason for undertaking the project/program (often explained as gender mainstreaming in the project).

- Not targeted (marked 0): Use this score when the project or program has been screened against the gender marker but has not been found to target gender equality.

3. Rationale for gender equality scoring:

a. Principal:

- The research objectives specifically address gender disparities and aim to contribute to gender equality in the agricultural sector.
- The research has a clear goal/focus on contributing to understanding gender-related issues in agriculture, such as gender-based access to resources, decision-making, labor division, and women's empowerment.

b. Significant:

- While working on gender equality was not the main reason for undertaking the research project, the research findings reveal insights into gender-related implications or impacts and provide valuable information for understanding gender dynamics in agriculture (e.g. social roles, power dynamics, access to resources, and decision-making) or have potential implications for gender-inclusive policies and practices.

c. Not targeted:

- The research is not targeting gender equality nor do the findings reveal any insights into gender-related implications or impacts and do not provide information for understanding gender dynamics in a social (not physiological) context.

4. Considerations for correct scoring:

- Avoid biological definitions of gender: Gender in the context of social sciences is not defined by biological differences between male and female crops or animals.
- Analyze beyond surface-level indicators: Look beyond using only the number of male and female participants in the research as indicators of gender relevance. Consider qualitative aspects like roles, responsibilities, decision-making influence, and resource distribution.
- Avoid depending on gender-disaggregated data: Doing gender-disaggregated data is just good science but is not considered gender scoring.

Annex 6: List of MELIA types

Definitions of MELIA types

Type	Definition
Causal Impact Assessment learning studies	These are research studies designed to test key assumptions underlying different steps of the causal chain (theory of change) that links CGIAR research/innovations to high-level impacts. As learning studies, they can be implemented in a 3-year cycle and use credible counterfactuals to provide early evidence of causal impacts of intermediary outcomes in the theory of change, and effectiveness of different approaches/interventions to improve such outcomes. This additional credible evidence becomes a relevant feedback to the research process that aims to maximize the impact of CGIAR related innovations in the long-term.
Adoption or diffusion studies addressing learning questions on the TOC	A study that identifies the spread, acquisition and use of social, institutional or technological innovations. Adoption and diffusion studies can address learning questions within an Initiative's theory/ies of change by documenting whether and how innovation/s have reached intended beneficiaries. Assessments of adoption/acquisition/use seek to identify whether innovation/s have been taken up or rejected by intended beneficiaries, in order to make a case for CGIAR contribution to outcome/s, relative to other potential influencing factors. Together, studies that encompass diffusion and adoption assessments show how innovations have spread to and been adopted or rejected by end users. Note: Adoption and diffusion studies do not necessarily assess impact. However, impact assessments may, and often do, include assessments of diffusion and adoption.
Tracing of scaling activities and policy advice, as a base for long-term, large scale impact assessments	LTLS impact studies usually require a longtime frame to observe high-level impacts associated to the use of CGIAR related innovations or policy recommendations. The design of these studies should be done from the start when CGIAR related innovations are ready to initiate the scaling process. The tracing activities should be designed in order to document how, when, where and why CGIAR related innovations and policy advise are disseminated or made to next users.
Qualitative outcome study	A study that assesses changes in behaviors, practices, perceptions or attitudes among beneficiaries of an innovation, or those who can facilitate the diffusion and adoption of an innovation (e.g., policymakers). Qualitative outcome studies are often used to substantiate contributions to policies, investments, budgets, curricula or similar.
Program/project evaluation or review	A program/project evaluation refers to a systematic and objective assessment of an on-going or completed program or project. Program evaluations focus on the evaluation of a set of time-bound interventions involving multiple activities that may cut across sectors, themes and/or geographic areas. These would also include evaluations of Initiatives. Project evaluations focus on the evaluation of an individual intervention designed to achieve specific objectives within specified resources and implementation schedules, often within the framework of a broader program. Evaluations are external, completely or largely independent, and systematic studies of an in-depth nature using clear evaluation criteria, whereas reviews may be more flexible and narrower in focus.
Ex-ante, baseline and/or foresight study	An ex-ante study, also known as a baseline study, is conducted before an intervention to determine the baseline conditions against which future change, outcomes and impact can be assessed. A foresight study involves the structured and explicit exploration of multiple futures in order to inform decision-making. Foresight studies are usually conducted at the beginning of an intervention, but may be used throughout the duration of a project or program to refine decision- and priority-making.
Scaling readiness assessment	An assessment of how "ready" innovations are for scaling and the appropriate actions for the acceleration and/or enhancement of scaling. Scaling readiness assessments can also identify which scaling bottlenecks need to be addressed, the most cost-effective scaling strategies, and which partners to engage.
Other MELIA activity (please specify)	A study or analysis related to monitoring, evaluation, learning or impact assessment that does not belong to the abovementioned types. The study or analysis will in some way test assumptions, inform learning and adaptive management, meet accountability requirements and/or inform the design of new Initiatives, programs and projects. When choosing "other MELIA activity", you must justify how the study or analysis you are reporting constitutes a MELIA activity. Examples that could be added here include monitoring and synthesis studies.

Annex 7: Determining the boundaries between outputs and outcomes

Output and outcome definitions

Research results can be defined according to the nature of the change and the control over it.

Output: Tangible products or services such as knowledge, technical or institutional advancement that result directly from CGIAR research, engagement and/or capacity development activities. They involve a change in knowledge or tools within the research process itself, produced under the control of the research team.

Examples include new research methods, policy analyses, gene maps, new crop varieties and breeds, institutional innovations or other products of research work, partnerships because of a signed memorandum of understanding.

Outcome: A change in knowledge, attitudes, skills, and/or relationships (KASR) of external actors. An outcome is a change in behavior that happens outside the research team, in people or organizations who interact with the research outputs. While the research influences these changes, the researchers cannot directly control them.

Examples include use of a new technology (including outputs like a seed variety) by farmers; policy actors using research-based knowledge to inform policy decisions; participants in a CGIAR-supported process agree to a new germplasm conservation and exchange protocols; researchers use CGIAR generated methods and/or databases. Key outcomes: Who will do what differently because of the Initiative.

Outputs and outcomes can be therefore distinguished according to the nature of the change (tangible products vs. changes in behavior or knowledge) and whether we have control (outputs are within control, while outcomes are influenced) as shown in Figure 1.

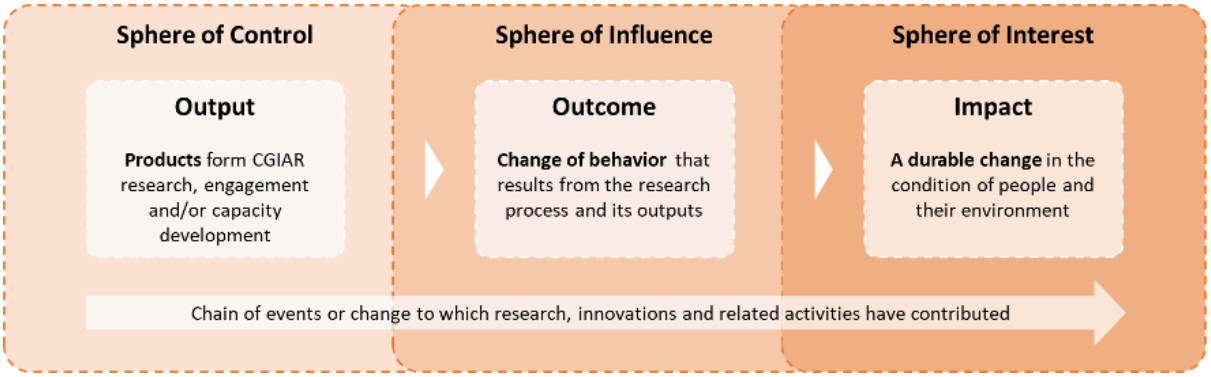


Figure 1: Research results according to the kind of change and the control over it.

The following questions could help to clarify whether a product is an output (direct and controlled) or an outcome (influenced and external):

Who controls the results

1. Who has control over this product or result?
    1. Was this directly produced by the research team (output)?
    2. Or did it come from external actors using the research (outcome)?
2. What role did the research team play in achieving this result?
    1. Was the result fully within the research team's control (output)?
    2. Or did it require external actors to apply the research to create change (outcome)?

Nature of the change

1. What kind of change does this result represent?
    1. Is it a tangible product like a report, dataset, or publication (output)?
    2. Or is it a change in behavior, knowledge, attitudes, or skills of others (outcome)?
2. Is the result immediate or downstream?
    1. Did it emerge directly from the research process (output)?
    2. Or did it occur later as a result of the research being applied by others (outcome)?