

MARLO AICCRA Planning – Detailed instructions



AICCRA
Accelerating Impacts of CGIAR
Climate Research for Africa





Login.....	4
Homepage.....	4
Description.....	4
Partners.....	4
• AICCRA Units	5
• CGIAR Centers	5
• Regional Partners	5
• Other partners	5
Note 1:	5
Note 2:	5
Locations	5
Contribution to performance indicator	5
Deliverables.....	6
Innovations	7
• Part 1:.....	7
• Part 2:.....	7
• Part 3:.....	7
Activities.....	7
Budget by Partner	7
Technical support.....	7
• Online support	7
• Email	8
General considerations	8
• Multiple users working simultaneously	8
• Submitting a cluster	8





- **Viewing a cluster** 9
- **Status of a cluster** 9
- **Tips for working on clusters** 9





Login

Login into the system

Link: <https://aiccra.marlo.cgiar.org/>

Email: (Your Outlook email address)

Password: (Your Outlook password)

If you do not have a CGIAR email address, please use the same password you were assigned before. If this is not the case please contact the MARLO Support team at MARLOSupport@cgiar.org and indicate to which cluster you would like to access.

Homepage

Welcome to MARLO AICCRA, an online platform assisting the AICCRA project in its strategic results-based program planning and reporting of research clusters.

After logging in, user will be taken to the cycle of the process in which we are working.

On the Home Page, you will have a timeline of the process where it is taking place ([see screenshot](#)) and have direct access to Clusters, Deliverables and OICRs, and MELIAs ([see screenshot](#)). Please, contact the MARLO Support Team if you cannot find the cluster you expect to see.

Description

Check that everything is ok, and make sure the description of the cluster is updated.

Partners

a. In the past MARLO entries, all partners related to your cluster have already indicated. Therefore, please validate that the partners that are there are the correct ones. Remember that in MARLO AICCRA, there are 3 types of Strategic partners:





- AICCRA Units
- CGIAR Centers
- Regional Partners
- Other partners

In order to find the partners in the drop-down list, please type the following words according to the type “[AICCRA](#)”, “[CGIAR](#)”, and “[AICCRA Regional Partner](#)” - See examples.

Note 1: Please make sure you differentiate the work done between the AICCRA Units and the CGIAR Center (if applicable)

Note 2: The partners you should use are the ones that start with either “AICCRA”, “CGIAR” or “AICCRA Regional Partner”, as shown on the screenshots.

b. In the partner section, verify that all the people related to a specific partner are correct. If you need to delete any, click the 'x' in the upper right of the person. Note that if the person has related deliverables, you need to remove the person from the deliverables first, and after that, you can remove them from the partner section. ([see screenshot](#)).

c. You will be able to assign more than one ‘Cluster Coordinator’ to a Cluster ([see screenshot](#)).

This person will have the same rights as the cluster leader with the exception that they won’t be able to officially submit the cluster.

Locations

Please complete this section as much as possible. If not, please do it at the country level.

Contribution to performance indicator

This is one of the most strategic parts of the system. And please also note that you should have all indicators already mapped into your cluster. If so, please ignore points (a) and (b).





- Add and specify as much as possible your anticipated contribution to any Project Development Objective Indicators (PDO) and Intermediate Performance Indicators (IPI)
- You can select from the indicators shown in the system and add targets for the activities that you are responsible for ([see screenshot](#)).
- For each assigned performance indicator, click on its title to fill in the mandatory fields ([see screenshot](#));
- Expected cluster contribution according to the overall performance indicator target. Please note that values from previous years are there for informational purposes, focus on the fields for the current phase ([see screenshot](#)).

Note: Please support the numbers with expected deliverables. Once you are adding a new deliverable, you will be able to map it to a performance indicator.

- Please fill in the other fields (Narrative).

Deliverables

Please add here all your expected deliverables which will support the cluster contribution to the Performance Indicators.

- Indicate to which indicator your deliverable is contributing ([see screenshot](#)) and please keep in mind the performance indicators already mapped to your cluster in the Contribution to Performance Indicators Section ([see screenshot](#)).
- Indicate which funding source(s) contribute to your deliverable(s) by clicking on the title of each deliverable and selecting at least one funding source from the list ([see screenshot](#));
- Link your activities to your deliverables when possible ([see screenshot](#)), its possible too to link activities by going to the 'activities' section, clicking on the ongoing activities, and selecting the deliverable(s) ([see screenshot](#)) (both ways have the same effect);
- In the 'Deliverables' section, please check the previous deliverables ([see screenshot](#)), if necessary, you can extend the Deliverable year of a given deliverable, entering the deliverable and changing the status to "Extended" ([see screenshot](#)) and you have to indicate the "New expected year of completion" and provide a justification ([see screenshot](#))





Innovations

Defining “Innovations” in CGIAR as a new idea, product, service, or solution capable of facilitating impact through innovation systems involving multiple partners and enablers. Examples of innovations are new seed varieties, new knowledge frameworks for integrated landscape management, or new training programs. The One CGIAR Glossary mentions (Investment Plan Glossary, Annex 3)

- Part 1: “New, improved or adapted knowledge products, technologies, services or institutional arrangements with high potential to solve development problems and contribute to positive impacts...”
- Part 2: “...CGIAR innovations are expected to contribute to achieving the Impact Area targets/SDGs when used at scale...”
- Part 3: “...Innovations can be at different stages of development and use.” Stage 1 (end of research): The completion of an initial research stage for an innovation. Stage 2 (end of piloting): An innovation has been tested. Stage 3 (available for uptake): An innovation is available to users. Stage 4 (uptake by next users): An innovation has been adopted and is being used.

Activities

In AICCRA, the activities are predefined according to our Operational Manual, as a result, it is expected that a cluster maps all relevant activities in which they are receiving funds. This could be made from the activities or deliverable section (the information will be consistent in both parts).

Budget by Partner

Not applicable (This will be managed by Julian Rivera directly).

Technical support

- **Online support**
Use the online support chat which is located at the bottom left of the screen. The chat is being monitored by the technical team based at CIAT in Colombia during business hours. Messages



sent by users through the chat outside business hours (Colombia time) will be answered via email.

- **Email**

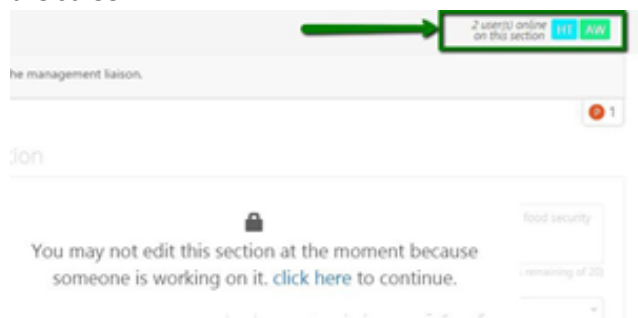
Send a mail to MARLOSupport@cgiar.org

General considerations

Please go over all sections on the left menu and complete all the required fields. You will know a section is complete when a green checkmark is displayed next to it ([see screenshot](#)); and once all sections are complete, the 'Check' button will convert into a 'Submit' button and only the Cluster Leader will be able to officially submit the cluster and finalize this planning process. Once submitted, the cluster will no longer be available for editing.

- Multiple users working simultaneously

Only one user at a time can edit a given section in MARLO AICCRA. When someone else is editing a section, a message appears and the initials of the current users appear at the top of the screen.



- **Submitting a cluster**

- Once all cluster information has been entered and the cluster is ready for review, click on 'Submit' on the left-hand side menu. The 'Submit' button does not appear if there is still missing information.





- If a cluster is returned to the cluster leader, the user who is returning the cluster is prompted to explain why. Since the Emails are disabled in the system, there is no need to write a justification.

- **Viewing a cluster**

1. Click on 'Cluster' in the top menu.
2. To find a cluster, enter part of the cluster title or the cluster ID in the search field. In addition, the table of clusters can be sorted (click on the header of the column you want to use for sorting).
3. Open the cluster by clicking on its title or ID. You can also click on the 'Summary' column in the table of clusters to access a cluster summary including all the information entered on the cluster.

- **Status of a cluster**

The status of the cluster can be:

- **Ready for CL:** more detailed information about the cluster's location, contribution to performance indicators, deliverables, and in some cases partners, should be entered - usually by the cluster leader.

- **Submitted:** all cluster information has been entered and the cluster is ready for review. A submitted cluster is not available for editing by the cluster leader until a new planning or reporting cycle begins, or until it is returned to the cluster leader following the review process.

- **Tips for working on clusters**

- It is recommended to fill in cluster sections in the order that they appear in the left-hand side Cluster Menu.

- Mandatory fields are indicated by asterisks (*).

- When all mandatory fields in a cluster section have been completed, a green check mark appears next to this section in the left-hand side Cluster Menu.





- You can check which sections are still incomplete by clicking on the 'Check' button at the bottom of the Cluster Menu.
- Upon clicking 'Save', a yellow flag appears next to the missing fields.
- When working on a cluster, the cluster-ID appears in the top right corner of the screen ([see screenshot](#)). Hover your mouse over the cluster ID to see the full cluster title.

