

# Planning & Reporting Platform

## CCAFS Planning & Reporting Platform User Guide

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## 1. Quick overview

### Welcome to the P&R Platform!

As you know P&R Platform was recently revamped to assist in the planning and reporting of CCAFS-related research projects. We keep moving forward to improve the user experience while you interact with the system.

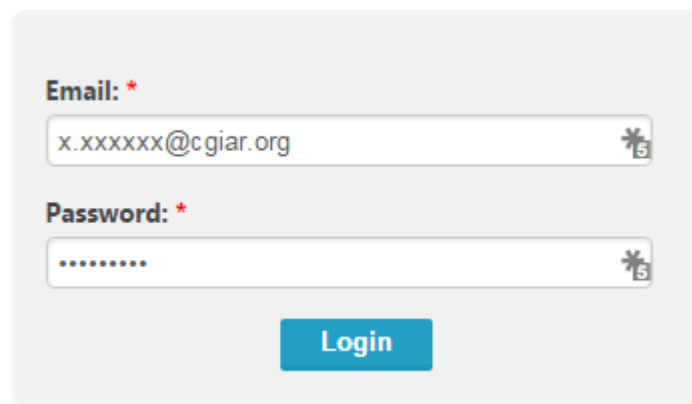
Link to the Platform: <https://activities.ccafs.cgiar.org/>

CCAFS P&R system allows program participants to do outcome-focused planning and reporting for Results Based Management throughout the project cycle.

PLEASE NOTE that by using the system, you consent to the information being used on the public CCAFS website and other knowledge sharing platforms. The information you input should therefore be complete and suitable for an external audience

## 2. How to login

We have improved the access experience to the platform. Now you can login into the system with your CGIAR credentials. Please use your CGIAR E-mail and the respective password (refer to the image below).  
Login for external non-CGIAR email address (your credentials will be sent to you in a separate e-mail).

A login form with a light gray background. It contains two input fields: 'Email: \*' with a red asterisk and a placeholder 'x.xxxxxx@cgiar.org', and 'Password: \*' with a red asterisk and a placeholder of seven dots. Both fields have a small icon of a person with a plus sign to their right. Below the fields is a blue 'Login' button.

## 3. What do you want to do?

As soon as you login into the platform you will find three different sections:

- ✓ What do you want to do
- ✓ Process
- ✓ Dashboard

We will focus on the “**What do you want to do**” Section.

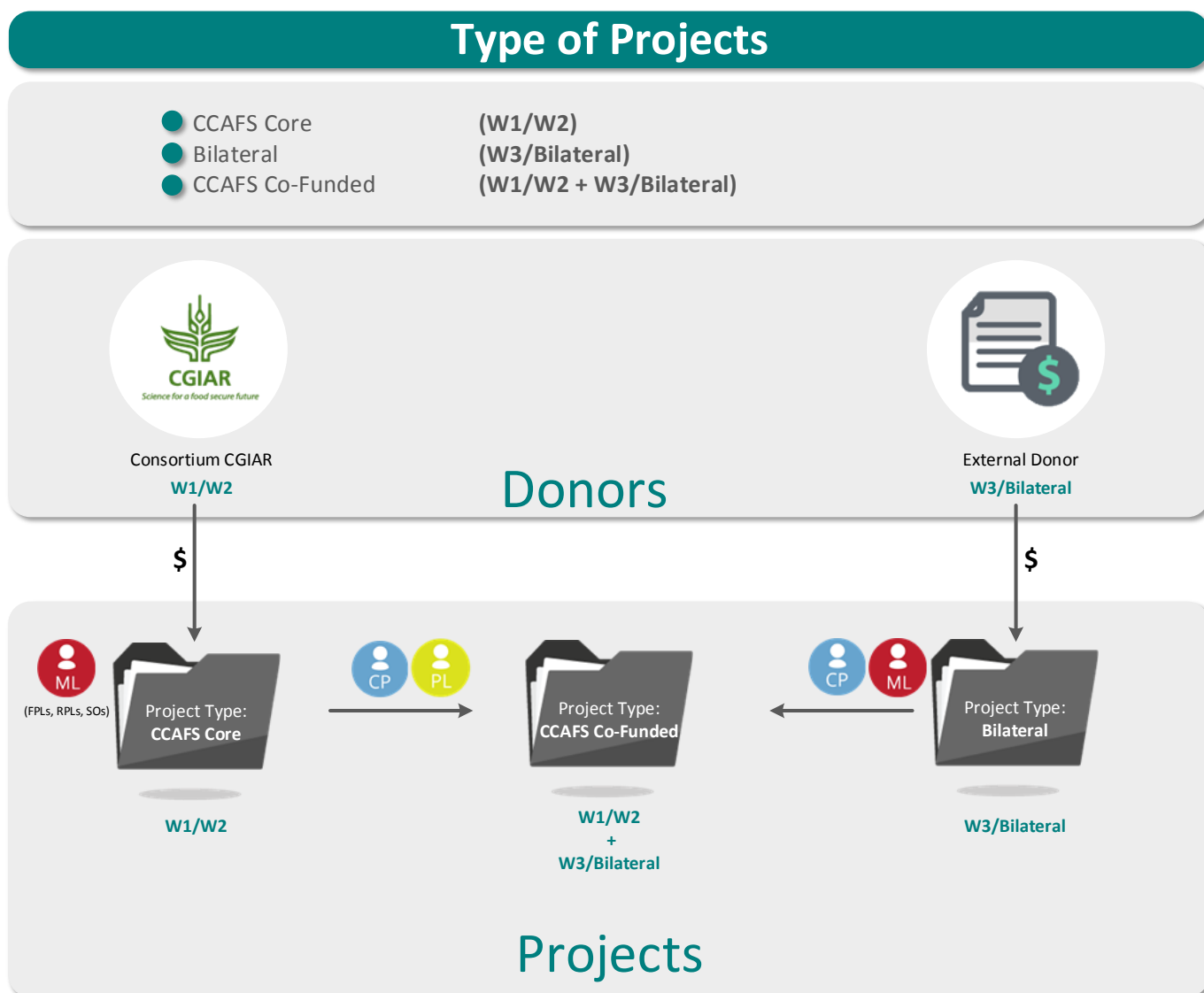
This section allows you to quickly access three different options:

- Enter a New Project
- Update planning of an ongoing project
- *Report on an ongoing project* (Disabled - Coming Soon)

### 3.1 Option 1: Enter a New Project.



The image below explains the 3 different type of projects we have:



### 3.2 Option 2: Update planning of an on-going project.



A table with the projects you have editing privileges will be displayed, you can also view all other CCAFS projects.

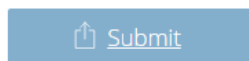
Show  entries Search:

General Information					Total CCAFS Budget (USD)		Actions		
ID ▲	Project title ▲	Project Type ▲	Region(s) ▲	Flagship ▲	W1/W2 ▲	W3 Bilateral ▲	Action/Status	PDF	Remove
P1	Capacitating science-policy exchange platforms to mainstream climate change into national agricultural and food security ...	CCAFS Core	RP WA	FP 4	US\$ 2,250,000.00	US\$ 0.00	<button>Check</button>		
P2	(CIAT LAM) Relevant Climate Change Information meets Decision-Making to influence Policy Institutions for Climate ...	Capacitating science-policy exchange platforms to mainstream climate change into national agricultural and food security policy plans (ICRISAT-WA)			US\$ 4,400,000.00	US\$ 0.00	<button>Check</button>		
P4	(IFPRI-SEA) Addressing the Impacts of Climate Change in the Philippine Agriculture Sector	CCAFS Co-funded	RP SEA	FP 4	US\$ 750,000.00	US\$ 0.00	<button>Check</button>		

**Project Submission:** A new “Check” button was added, it validates whether the information is complete and/or missing files under every section on the left side. If not, it shows a grey icon .

Once all sections are checked, the button will change to “Submit”. Only the Project Leader, the Management Liaison and/or the Contact Point can submit the information.

Once you click on it, the project will freeze and you will no longer be able to modify it. The system will send an email informing the status of the project and a PDF with the project summary (proof of submission), to all members involved in the project (i.e. MLs, CPs, PLs, and PCs).



### 3.3 Option 3: Report on an on-going project

Disabled – Coming soon

#### CCAFS Core

General Information

> Description

> Partners

> Locations

Outcomes

> Project Outcomes

> CCAFS Outcomes

> Other Contributions

Outputs

> Overview by MOGs

> Deliverables List

Activities

> Activities

Budget

> Budget by partner

> Budget by MOG

Check

#### Project description

**Project Title:\***  
 Capacitating science-policy exchange platforms to mainstream climate change into national agricultural and food security policy plans (ICRISAT-WA)

**Management Liaison Organization / Regional Program: \***  
 Flagship 4

**Start date: \***  
 2014-03-01

**Project type:**  
 CCAFS Core

**Project summary:\***  
 Through its regional scenario process with regional and national structure science-policy exchange platforms into national development framework gaps using appropriate tools and in disciplinary action research in select building processes by providing technical integrated climate impact assessment evidence to guide national and sub-

**Project is working on : \***  

**Flagships**

FP 4: Policies and Institutions for

4

## 4. Useful tips

Mandatory fields are indicated by asterisks (\*).

### General Information Section:

When you are creating a Project you will be asked to indicate which region/global and Flagship your project is working on. If your project is not focused on any specific region, please select **global**.

Please indicate which region/global and Flagship your project is working on :

Flagships	Regions	
<input type="checkbox"/> FP 1: Climate-smart practices	<input checked="" type="checkbox"/> Global	<input type="checkbox"/> East Africa
<input type="checkbox"/> FP 2: Climate Information Services and Climate-Informed Safety Nets	<input type="checkbox"/> Latin America	<input type="checkbox"/> South Asia
<input type="checkbox"/> FP 3: Low Emissions Agricultural Development	<input type="checkbox"/> South East Asia	<input type="checkbox"/> West Africa
<input type="checkbox"/> FP 4: Policies and Institutions for Climate-Resilient Food Systems		

**Projects:** All projects needs to be assigned a Project Leader

**Partners Section:** The Project Leader may assign a Project Coordinator. The Project Coordinator will have the same privileges as project leaders without the power of submitting the project.

**Lessons Learnt:** Please take into account the “lessons learnt boxes” at the bottom, they are required in all different sections.

☒ Edit

**Lessons regarding your project outcomes incl. gender and social inclusion and possible implications for the coming reporting cycle**  
It is not easy to be always aware of the gender and social inclusion implications

## 5. Budget Section

Only Management Liaisons and Contact Points can modify this section.

Please be aware to specify the amount of:

- Annual W1/W2 budget
- Gender % of annual W1/W2 budget

## 6. Technical and conceptual support

**Live Chat:** A new online support was added to P&R at the bottom right.

Support by email is still available:

Please copy David Abreu on everything,  
[d.abreu@cgiar.org](mailto:d.abreu@cgiar.org)

### Technical Support:

- Christian García [c.d.garcia@cgiar.org](mailto:c.d.garcia@cgiar.org)
- Hector Tobón [h.f.tobon@cgiar.org](mailto:h.f.tobon@cgiar.org)
- Sebastián Amariles [s.amariles@cgiar.org](mailto:s.amariles@cgiar.org)

### Conceptual Support:

- Tonya Schuetz [t.schuetz@cgiar.org](mailto:t.schuetz@cgiar.org)
- Wiebke Foerch [w.foerch@cgiar.org](mailto:w.foerch@cgiar.org)

