Executive Summary

The 2<sup>nd</sup> MEL CoP Face-to-Face meeting (12-14 Oct. 2016, Roma) was a productive meeting. A total of 34 participants attended during the 2.5-day meeting that showed strong engagement in the work needed for phase II. Participants included MEL experts from Centers and CGIAR Research Programs (CRPs), System Management Office (SMO) staff (Science, Open Access/Big Data, Legal, IAU, IT, Finance), members from other communities of practice (CoPs), and representatives of the Independence Evaluation Arrangement (IEA) and the Standing Panel on Impact Assessment (SPIA).

Key achievements include:

- **Identified areas**
  - Where the MEL CoP started from
  - Where things did not go well
  - Where things went well and we go good support
  - Where MEL CoP should be in the future

- **Governance**
  - Consensus that the MEL CoP should go beyond a group focused on building capacity to provide advice and influence key governance bodies in the new CGIAR System to ensure an effective and efficient MEL implementation
  - Consensus that a Steering Committee be created to coordinate the MEL CoP workload, including its current co-chairs (Michelle Guertin (CIMMYT/MAIZE/WHEAT) and Philippe Ellul (SMO))
  - The Steering Committee would include the following members: David Rider Smith (WLE), Frank Place (PIM), Tonya Schuetz (Consultant with SMO and CCAFS)
  - Communication plan be developed to share the advancement of the MEL CoP (e.g., MEL CoP members; other CoPs; SMO, System Management Board (SMB), System Council (SC))
  - Continued creation of sub-groups for the development of concrete products

- **Task Force on Indicators**
  - Socialized the approach and initial set of draft indicators with the MEL CoP members
  - Received feedback on the draft CGIAR MEL framework - diagram that can be the foundation for the CGIAR Integrated Framework for a Performance Management System for CGIAR Research

- **POWB and Annual Report Templates for Phase II**
  - Reviewed the results of a rapid assessment of the current templates for the Plan of Work and Budget (POWB) and Annual Report (AR) with CRP Leaders
○ Reviewed other key documents that could support the development of new templates
○ Identified key elements that should be included in these new templates for Phase II
● Standardization and interoperability of online platforms for planning, monitoring, evaluation and reporting
  ○ Clear understanding of the bigger picture and needs of SC, SMB and CRP Leaders
  ○ Agreement that there is a need for a common approach for standardization and one portal linked to all individual online platforms for donors to be able to access basic project and programming information and results

Key short term next steps:
● Governance
  ○ Revising the terms of reference of the MEL CoP to reflect the new governance changes needed for Phase II
  ○ Development of a communication plan
  ○ Creation of an online space for collaboration
● Task Force on Indicators
  ○ Validate impact pathways with CRP and Flagship Leaders
  ○ Refine indicators
  ○ Present approach and status to SMB and SC in November 2016, including proposed approach to the development of the Integrated Framework for a Performance Management System for CGIAR Research
  ○ Keep MEL CoP members updated with Task Force advancement
● POWB and Annual Report Templates for Phase II
  ○ Development of draft templates for both POWB and Annual Report for Phase II
  ○ Consultation of draft templates with CRP Leaders, other CoPs, IEA and ISPC/SPIA
  ○ Present draft templates to SMB and SC (date to be determined)
● Standardization and interoperability of online platforms for planning, monitoring, evaluation and reporting
  ○ Prepare an overview of existing online platforms in the system that has MEL functionality; mapping functionality and interoperability; review of existing online platforms and experience from comparable organizations; identification of the needs for donors, managers and researchers; options for the new system
  ○ This overview could also be presented to SMB and SC as part of the proposed approach to the development of the Integrated Framework for a Performance Management System for CGIAR Research