INDICATORS OF SUCCESS
REPORTING 2017

You, your team and your organisation are contributing to the shift to SCP patterns – Through reporting, we are able to see and share successes, collectively address challenges and identify gaps to support and facilitate the development and implementation of new activities.

More specifically your reporting will contribute to:
- Influencing SCP approaches and practices, and driving change in this area;
- Facilitating replication and scaling-up of best practices within the 10YFP network;
- Assessing and improving performance to inform the planning of activities and allocation of funds;
- Reporting and demonstrating progress to show accountability towards all actors and donors
- Communicate results to the wider public
- Mobilise political and financial support.

Here are 3 simple steps to get you started:

1 **Create your SCP Clearinghouse Account**

We are constantly improving our reporting processes to make reporting even easier for you! In this regard, moving forward all your annual reporting will be done online through the global SCP Clearinghouse.

2 **Upload your initiatives**

Your reporting can be linked to initiatives you have uploaded on the SCP Clearinghouse, allowing you to connect multiple activities to your initiatives and giving you a better overview of your reporting.

3 **Start reporting!**

Your MySCP "10YFP Reporting" hub offers you two options to report:
1) Report on activities within one of your already uploaded initiatives
2) Report on activities not related to an uploaded initiative

| When does it start? **17th OCTOBER 2017** | When does it end? **15th JANUARY 2018** |

? **Questions and support**

Your Programme Coordination Desk will be available to support you in your reporting and answer any questions and/or concerns you may have. In addition, for technical support, you are always welcome to contact the 10YFP Secretariat directly.

www.SCPClearinghouse.org

FREQUENTLY ASKED QUESTIONS (FAQ)

How do I report?
- Please see page 1 for a quick guidance on how to access your reporting
- A short **5-minute introduction video** to kick-start your reporting process is available here.
- A **step-by-step guide** on reporting is available here.
- A **Webinar** on the 10YFP Indicators of Success and Reporting was held on October 17th and is available here.

What are the steps forward once I report and is my reporting being made publicly available?
Aggregations and trends that are found relevant in showcasing the progress in the shift to SCP will be highlighted within the report of the 10YFP to the High-Level Political Forum on Sustainable Development (HLPF) and will in addition be the basis for the new 10YFP Annual Report. Best practices and relevant case studies may be extracted from the reporting and highlighted in the HLPF report, 10YFP Annual Report, and other 10YFP communication material. You may be contacted to provide further in-depth information of your activities in the case that they are identified as relevant case studies, promising best practices, and/or potential collaborations and opportunities for scaling-up and replicating activities.

I want to edit my reporting submission, how do I do this?
When you submit your activity, you will receive a confirmation email. This email contains an edit link allowing you to edit your submission until January 15th 2018. Copy this link into your browser and start editing. REMEMBER: for your changes to be captured, you need to click next and submit.

Will my reporting go through a quality assurance process?
After the reporting deadline on January 15th a quality assurance process will be launched in which the Coordination Desks of your programme will be reviewing and verifying all submissions within the programme. You will be contacted directly by your Coordination Desk in case of any concerns or questions related to the quality of your submissions. Any edits to your submission will be made in collaboration with you/your organisation.

I am unsure which activities to report?
- If you are unsure which activities to report, all descriptions of activity types can be found inside the reporting tool or in the Indicators of Success Framework here
- Contact your Coordination Desk for guidance on activities to be reported. Coordination Desk Focal Points for your reporting can be found here.

I am having technical difficulties in the tool, who can help me?
Any technical questions related to your reporting may be directed at the 10YFP Secretariat. Contact information can be found here.