



## ANNUAL REPORTING 2018

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 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 account**

All your annual reporting will be done online through the One Planet network website. If you do not have an account yet, your first step will be to create one.

#### 2 **Upload your project**

As part of your reporting your projects should be submitted to your programme's online portfolio. Once you have done this, you will be able to report on the activities that you have implemented over the years on your projects (step 3 below). If you have previously submitted your project(s), you can go straight to step 3 below.

#### 3 **Start reporting!**

Your MySCP "One Planet Reporting" hub offers you two options to report:

- 1) Report on activities implemented within your projects
- 2) Report on activities relevant to SCP, but not related to your projects

When does it start?  
**OPEN ALL YEAR**

When does it end?  
**15<sup>th</sup> JANUARY 2019**

#### ? **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/One Planet Network Secretariat](#) directly.



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## FREQUENTLY ASKED QUESTIONS (FAQ)

### **How do I report?**

- Please see page 1 for a quick guidance on how to access your reporting
- A [step-by-step guide](#) on reporting is available [here](#).
- **Webinars** with guidance on the One Planet Annual Reporting will be held on:
  - 18<sup>th</sup> of October 5:00pm (CEST) – access webinar [here](#) (password: Unep2018)
  - 19<sup>th</sup> of October 10:00 am (CEST) – access webinar [here](#) (password: Unep2018)*The webinars will also be recorded and made available [here](#).*
- A short **5-minute introduction video** to kick-start your reporting process will be made available soon.

### **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 to the High-Level Political Forum on Sustainable Development (HLPF) and will in addition be the basis for relevant communications material. Successful practices and relevant case studies may be extracted from the reporting and highlighted in the HLPF report and 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 successful 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 15<sup>th</sup> 2019. Copy this link into your browser and start editing. In addition, you can access your reporting and edit your activities through your MySCP “One Planet Reporting” hub. **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 15<sup>th</sup> 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/One Planet Network Secretariat. Contact information can be found [here](#).