



One Planet Annual Reporting

STEP-BY-STEP GUIDE TO REPORTING

Estimated time to report an activity is 4-7 minutes. Of course the more you report and familiarise yourself with the reporting system, the faster your reporting will become.

⇒ Go to www.oneplanetnetwork.org

⇒ Click on **MySCP**

⇒ **Login** to your MySCP

*If you do not yet have an account, please click **create an account** and continue this guide after you have created your account*

⇒ **Go to your MySCP page**

⇒ Click on the large **One Planet Reporting** button or the smaller **reporting** button in the banner – both buttons will take you to the same page



- ⇒ Welcome to your **Reporting Hub** – in here you can report activities implemented as part of your projects, or any activities contributing to the shift to SCP that are not directly linked to any of your projects.
- ⇒ Please **read the welcome message and tips** to help you get started.

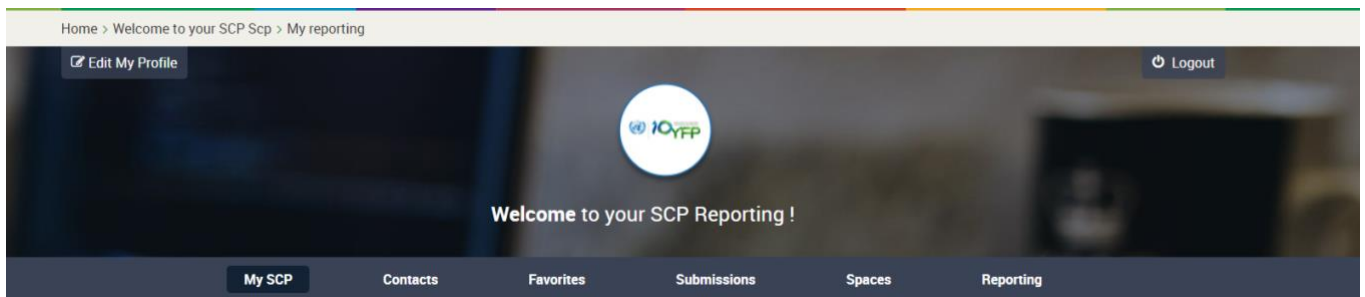
To start your reporting

STEP

1

Upload your project to our [database](#)

Aside from being the first step in your reporting, uploading your project helps build your portfolio and contributes to the portfolio of your programme, which increases your visibility, facilitates scaling-up and replication efforts within your programme, and further improves your reporting experience and overview.



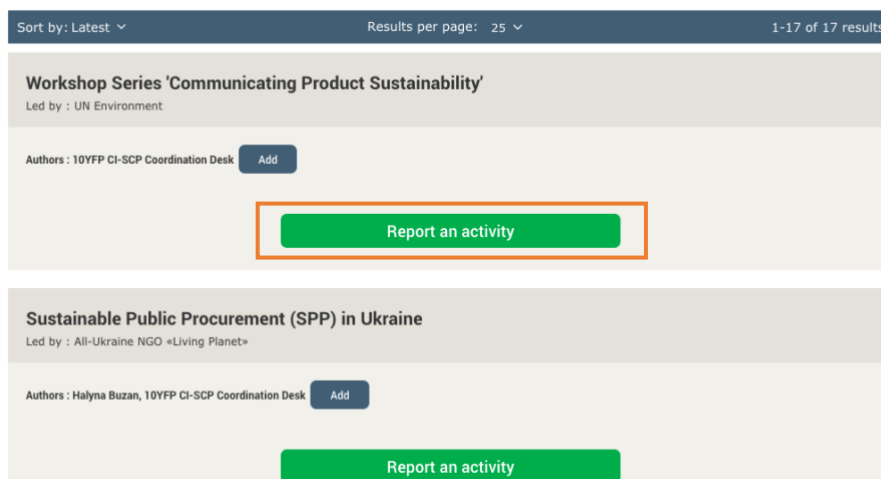
STEP

2

Report the activities implemented through your project

Once you have uploaded your project into the database, your return to your MySCP “One Planet Reporting” hub and report the activities of your project.

To report an activity as part of one of your projects, simply click on the “**Report an activity**” under the relevant project.





Do you have an activity that is relevant to SCP, but not related to one of your projects?

No problem! You can report on these as well. Scroll down your reporting page and click instead on **“Report on an activity not related to a project”**.

Home > Welcome to your SCP Scp > My reporting

Edit My Profile Logout

Welcome to your SCP Reporting !

My SCP Contacts Favorites Submissions Spaces Reporting

Sort by: Oldest Results per page: 25 1-0 of 0 results

As you submit initiatives to the growing portfolios of the 10YFP programmes, you will be able to report on them here.

Upload an initiative

Or

Report an activity not related to a Clearinghouse initiative

Report your activity

⇒ To start reporting please check that the questions **Tell us about yourself** section are pre-filled correctly and click **Next**

TELL US ABOUT YOURSELF

Name of reporting organisation *
10YFP CI-SCP

Which of the following groups does the reporting organisation belong to? *

Lead / Co-Lead / Programme Coordination Desk of a One Planet Programme

MAC member of a One Planet Programme

Partner of a One Planet Programme

One Planet Inter-Agency Coordination Group

10YFP Secretariat

Name of person reporting *
10YFP CI-SCP Coordination Desk

Email of person reporting *
CISCP@unep.org

Next

0%

⇒ Once on the next page, **scroll up to the top of the page**

⇒ When choosing **what you wish to report on**, further guidance and more questions will become visible to you

Please note that if you are reporting an activity related to one of your projects, then you will also see here your project title, automatically pre-filled for you, and the option to report on overall project impacts



⇒ **Fill out the questions that become visible to you**

Please note that not all questions are required, but we encourage you to submit as much information about your activity as possible, to allow us to provide you with more visibility of your activities in communication material and official reports

If you need any support along the way, please scroll down to the bottom of the page and click the **Need help?** box

REPORT YOUR ACTIVITY











Project title

This is the title of your project as it is displayed in our online database.

Workshop Series 'Communicating Product Sustainability'

What do you wish to report on? *

Click on an option to see the full description and how to report on these.

-  [A training for SCP](#)
-  [An outreach and communication activity for SCP](#)
-  [The production and use of a SCP knowledge resource or technical tool](#)
-  [A policy instrument for SCP](#)
-  [A SCP monitoring and reporting instrument](#)
-  [An integration of formal education on SCP](#)
-  [A SCP Change in Practice](#)
-  [A high-level SCP Commitment](#)
-  [A Coordination Mechanism on SCP](#)
-  [Impact of the project](#)

Please note that each activity requires a separate submission.

You can report as many activities under your project as you'd like by clicking "report an activity" under your project on your MySCP Reporting page.

YOUR ACTIVITY IN A ONE PLANET NETWORK CONTEXT

YOUR ACTIVITY DETAILS

Words used: 0 out of 500.

Link to relevant activity URL / website

URL:

Attachments

Maximum file size: 10MB
Upload limit: 10 files

Browse...

Upload Photo (optional)

Maximum file size: 10MB
Upload limit: 10 files

Browse...

50%

⇒ Once you have filled out the questions, click **submit** at the bottom of the page



One planet
handle with care



Well done!

You have successfully reported!

⇒ You will now see a **Thank You!** message

Please note that if you wish to edit your submission, you can do so through a link in your confirmation email or directly through your MySCP "One Planet Reporting" hub until January 15th 2019.

⇒ **To report more** activities please go to your MySCP and repeat the steps

THANK YOU!

You have successfully submitted **High-Level Training Workshop on the Implementation of GPP and Eco-labelling in Asia-Pacific Countries** as a Training for SCP.

You will receive a confirmation email allowing you to review and edit your submission.
You can edit your submission until January 15th 2018.

To report on more activities please go to your MySCP!

