Frequently Asked Questions (FAQ)

- What is the quality assurance process?
- When is the deadline?
- Accessing the overview of programme reporting
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STEP-BY-STEP GUIDE

1. Go to your Programme Reporting page
2. Click “Export programme data”
3. Sort, filter and review
4. Edit data

Questions and support

For any questions related to your quality assurance you can always contact Sofie Clausen, Monitoring and Reporting Analyst at the 10YFP Secretariat on sofie.clausen@un.org or on skype: sofietc
What is the quality assurance process?
The 10YFP Reporting Quality Assurance Process is the period from 15th January-15th of February, after the closing of partner reporting, where the programme Coordination Desks will review all activities reported within their programmes. The Coordination Desks have the opportunity here to make any edits needed to strengthen the reported activities or delete reported activities if needed in consultation with relevant partners. From the 16th of February the Secretariat will conduct the necessary analysis and aggregations of data for the 10YFP progress report to the HLPF and other communications material. Please ensure that all quality assurance is finalized by 15th of February.

When is the deadline for the quality assurance process?
Reporting for partners will remain open until January 15th, after which the Coordination Desks will begin the Quality Assurance Process. The deadline for this process is the 15th of February.

How do I see what the partners of my programme have reported?
As part of your programme Coordination Desk, you have access to the “Programme Reporting” section of your MySCP. Simply click the “Reporting” button in the banner of your MySCP and choose “Programme Reporting”. This will take you to your “Programme Reporting” overview page, where you can directly export an Excel file of all activities reported by your partners. Please see the step-by-step guide on the following pages of this document.

If, for any reason, the option of “Programme” reporting does not appear to you, please refer to the contact information at the bottom of this page.

How do I edit the activities submitted by my partners?
To edit any activities simply copy the relevant “Edit link” from your excel export into your internet browser. For your changes to be captured, you need to click next and submit (see step 4 of the step-by-step guide).

We recommend that you consult with the relevant reporting partner before editing their activities.

What is the best way to read/understand the Excel?
To help you in reading/understanding your excel, we have provided a few tips on how to manage your Excel document in the step-by-step guide, step 3.

I am having technical difficulties with my exports and/or editing submissions, who can help me?
For any technical questions related to your quality assurance you can always contact Sofie Clausen, Monitoring and Reporting Analyst at the 10YFP Secretariat on sofie.clausen@un.org or on skype: sofietc
INDICATORS OF SUCCESS
REPORTING 2017: Exports & Quality Assurance Process

STEP-BY-STEP GUIDE

1. Go to your Programme Reporting page

2. Click “Export programme data”
Sort, filter and review

To make the data into a table click on “Insert” and then “Table”. Remember to click “yes” that your table has headers already.

To filter your data simply click on the arrow at the top of the relevant column in your table. To remove the filter click “select all”. To sort your data in alphabetical order by a specific column simply click “Sort A to Z”.

![Excel Table with filters and sort options highlighted]
Sort, filter and review (continued)

Review the activity data by scrolling to the right along the columns. Each row/line is one activity. Each column is one question.

Column overview*:
A-D: System generated data (submission number, submission date, completion status, edit link)
E-H: Identifying information (incl. name, email, organisation)
I-R: Activity in 10YFP context (incl. indicator, clearinghouse initiative, attribution, reporting year)
S-W: Actors involved (incl. lead organisation, organisations collaborated with, type of organisations)
X-Y: Budget/expenditure
Z-AI: Scope and location (sector, scope, location, impact)
AJ-CH: Indicator specific questions (as per framework numbering system 1.1 (projects), 1.3 (trainings), 2.2 (outreach/comms), 2.3/3.7 (knowledge/tools), 3.1 (policies), 3.2 (monitoring instruments), 3.3 (education), 3.4 (changes in practice), 3.5 (commitments), 3.6 (coordination mechanisms), 4 (impact of initiative)).
CI-DE: Narrative (incl. objective, achievements, attachments)

*STP and SFS have a focus theme/work area question that moves most of the columns by 1 columns in above overview for the exports of these programmes. The STP and SFS focus theme/work area question can be found in the activity in 10YFP context section of the export.
**Edit activities**

To edit any activities simply copy the relevant “Edit link” into your internet browser. This will take you directly into the activity submission in the online tool. Go through the submission in the online tool and make any edits needed.

**REMEMBER** to click submit once you are done editing. The changes will then appear in your next export.

*We recommend that you consult with the relevant reporting partner before editing their activities.*