Monitoring and Evaluation Reporting Framework:
Ocean Decade Action Reporting Instructions

This document details the process and provides additional information on the reporting as part of the Ocean Decade Monitoring and Evaluation Framework.

Process
Who should report?
All Decade Actions, decentralised coordination structures, Decade Implementing Partners and National Decade Committees need to report. Reporting is the responsibility of the following individuals:

- Focal points of Decade Actions (Programmes, Projects, and Contributions)
- Focal points of Decade Collaborative Centres and Decade Coordination Offices
- Focal points of Decade Implementing Partners
- Focal points of National Decade Committees

In order to facilitate the process, including allowing you to save and come back to your answers over time before submission, and to allow us to track submission, reporting will be via a customised Survey Monkey link sent to your nominated focal point’s email address. In the initial email contact, you will be asked to confirm the email address that should be used. Please only use the individual email sent to you for reporting. If you did not receive that email and think that, based on the above list, you should be reporting please contact oceandecade@unesco.org

(N.B. Decade Activities carry out reporting via a separate process that is described at the time that they receive endorsement).

What is the reporting period?
The reporting period is annual from 1st July to the 30th of June

Unless another time period is specified in a question, all data should be from the above time period.

We recognise that the submission date for the data is in mid-May and is therefore before the end of the reporting period. This is necessary to allow adequate time for collation, analysis and documentation of the results for presentation via statutory reporting to the IOC-UNESCO Governing Bodies and UN Secretary General. We kindly ask you to forecast data for the period between mid-May and end-June for each year as best you can.

How should reports be made?
1. Ensure that your lead contact details are up to date in the Ocean Decade database – only the emails of the lead contact will be sent the reporting form via unique link.
   a. Only one report is due from each Action/DCC/DCO/DIP/NDC
b. The link is unique to each email address it is sent to

c. You can collate information from as many partners as needed but only one report per focal point can be made.

d. You can access the form repeatedly from the same link to update your responses. Please be aware that Survey Monkey will only save the answers on pages that have already been filled out completely.

e. The email attached to the unique link will receive a copy of the responses when the submission is finished

2. Begin collecting the data which will be required for the report

a. PDF and Word copies of the form are available (see links below)

b. Review the definitions set out in this document to ensure that your data is aligned

3. Look out for the reporting form link to the lead contact’s email address in the first quarter of the calendar year.

a. The reporting link will be sent from the following address: oceandecade@unesco.org via Survey Monkey (member@surveymonkeyuser.com)

b. Please do not submit your form immediately as we would like you to use real data for as much of the reporting period as possible

c. The deadline will be in mid-May – you will need to estimate data for the final month of the reporting period.

d. If you did not receive a link to the form and think you should be reporting please first check your spam folder and then contact oceandecade@unesco.org

4. Ensure you have clicked submit after filling in the reporting form

a. If you don’t receive a copy of your responses, please email us to confirm that we have received your report – if you receive a copy, consider that confirmation that your report has been successfully submitted.

Copies of Reporting Forms
You can find PDF and Word copies of the reporting forms here:

Programme Form: https://oceanexpert.org/document/30814
Project Form: https://oceanexpert.org/document/31475
DCC/DCO/DIP Form: https://oceanexpert.org/document/30815
NDC Form: https://oceanexpert.org/document/30816
Contribution Form: https://oceanexpert.org/document/31476

We can only accept the submission of your report via the Survey Monkey link sent to the specified email of your Action/DCC/DCO/DIP/NDC. No offline versions can be accepted.

Definitions
Please find below a list of definitions which should be used to qualify the data you are collecting and reporting on.

<table>
<thead>
<tr>
<th>Word/Phrase</th>
<th>Definition</th>
<th>Forms used within</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure element</td>
<td>An infrastructure element is a whole system of ocean science related infrastructure, such as an early warning system. It may include physical, digital, anthropogenic, and natural elements, with a geographical or thematic boundary. Examples include a new platform, a new network, an extension of an existing network, a new local or regional observing system, a new</td>
<td>Programmes, Projects, Contributions</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
<td>Unit</td>
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<tr>
<td>Beneficiary</td>
<td>An individual person who has participated in an Action/DCC/DCO/DIP/NDC's activities (one or more) where the activity(ies) positively impacted the individual’s goals or the goals of the individual’s professional institution or network. The individual can be anyone, from any country, who may or may not be otherwise involved in the Action.</td>
<td>All</td>
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<tr>
<td>Involved individual</td>
<td>An appointed focal point for a partner institution of the lead institution, the partner institution itself, of the Action/DCC/DCO/DIP/NDC or anyone working substantively and actively on Decade Action activities.</td>
<td>All</td>
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<tr>
<td>activity</td>
<td>Any shorter distinct component of work which, along with other activities, compiles your Decade Action/DCC/DCO/DIP/NDC.</td>
<td>All</td>
</tr>
<tr>
<td>(Decade) Activity</td>
<td>An Activity as a proper noun refers to a distinct, short term Congress/Symposium/Conference, Workshop/Course/Training/Summer School, Webinar/Seminar/Lecture, Competition, Exhibition (Artistic or Scientific), Audiovisual production (video etc.), Publication, Website, Communications campaign, Podcast, which has been endorsed via the Activity Endorsement Request process.</td>
<td>Activities</td>
</tr>
<tr>
<td>Partner institution</td>
<td>An institution that was formally identified in your endorsement application as a partner of your Decade Action/DCC/DCO or that has been formally added to your Decade Action partner list post-endorsement, via communication with the Decade Coordination Unit</td>
<td>Programme, Project, DCC, DCO</td>
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<tr>
<td>Social media reach</td>
<td>total number of people who viewed the posts/tweets</td>
<td>All</td>
</tr>
<tr>
<td>Knowledge product</td>
<td>In-print or digital products produced using the science or knowledge generated by your Decade Action. This can include peer reviewed publications, grey literature, white papers, policy briefs, media articles (newspaper, magazine, blog publications) etc.</td>
<td>Programmes, Projects, Contributions</td>
</tr>
<tr>
<td>Grey literature</td>
<td>Materials and research produced outside of traditional commercial or academic publishing channels. Examples include reports (annual, research, technical, project, etc.), working papers, government documents, and evaluations.</td>
<td>All, expect NDCs</td>
</tr>
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**Capacity development**

Activities intended to support individuals in learning new, or improving existing skills needed to deliver ocean science and solutions. These could include soft skills such as project management or technical skills such as statistical data analysis. Development can be delivered in a number of ways such as workshops, summer schools, training placements, webinars etc.

<table>
<thead>
<tr>
<th>Partner</th>
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<tr>
<td>Any organisation with a formalised agreement with the lead institution of the Action/DCC/DCO/DIP/NDC. In this case ‘formalised’ is determined by the lead institution and therefore could, for example, simply be a mutual understanding of how the two organisations will work together as set out via email.</td>
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<tr>
<td>All, expect NDCs</td>
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<tr>
<th>In-kind resources</th>
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<tbody>
<tr>
<td>Examples of in-kind resources which should be included are, staff time (Full Time Equivalent – FTE), secondment or loan of staff, loan or gifting of technology and/or software, provision of services without charge, access to ship time, fee waivers</td>
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<tr>
<td>All, except NDCs</td>
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<tr>
<th>Action Cost</th>
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<tr>
<td>Costs to undertake the Programme’s activities. Examples may include development of strategies or actions plans, capacity development activities, research activities carried out by Programme lead and costs of associated under the Programme’s umbrella.</td>
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<tr>
<td>Programmes</td>
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<tr>
<th>Coordination Cost</th>
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<tbody>
<tr>
<td>Costs of operating and managing the Programme. These include hiring and maintenance of personnel, acquisition of materials, logistics.</td>
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<tr>
<td>Programmes</td>
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</tbody>
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**Publications**

Publications should be reported against all the relevant Challenges they address. For example, a peer reviewed publication about the climate change impacts on the economics of fisheries should be included in the total number of peer reviewed publications under Challenge 4 and Challenge 6.

Please add your publication links/DOIs to your Decade Action/DIP/DCC page on the Ocean Decade Network. The page owner has access to editing their page. On your Decade Action page (once in the “Admin Panel” back-end of the site), you will see a menu item labelled “Publications”. In this section, please add publications in a bullet-point list, including the title of the publication, authors, journal, and URL link. A detailed tutorial about how to edit your Decade Action page can be found in the Resources section of the Ocean Decade Network, once logged in (found here).

**Data Sets**

Please ensure that all new datasets are deposited in recognised data repositories consistent with the IOC Oceanographic Data Exchange Policy or relevant UN subordinate data policy. Please contact oceandecade@unesco.org if you need more information on how to do this.
You do not need to report on data added to existing datasets.

Resource Needs Assessment
This section is only required for Programmes. The information provided in this section is used by the Decade Coordination Unit in discussions with partners on resource mobilization. We have switched from the old process to a simpler template for you to provide your need in financial and in-kind terms for the action and coordination costs (see definitions above) for the upcoming year. This information is essential for us to present to the members of the IOC Executive Council, Foundations Dialogue, Ocean Decade Alliance and private sector partners so that we can discuss funding gaps and needs of Decade Actions, and ultimately guide the provision of formal Decade contributions by governments, financing organizations, industry and philanthropy.

Character Limits
Please note that free response boxes contain character limits. These will be indicated in the question description. The character limit includes spaces.

Institution Types
Please use the following definitions for different institution types:

Research Institution (publicly funded) – an organisation which conducts research, but is predominantly funded via a national government, such as a public university.

Research Institution (privately funded) – an organisation which conducts research, but is predominantly funded via private entities, such as a university with a private endowment.

Educational organization – an organisation whose primary function is to facilitate learning, such as a school

Non-governmental organization – an organisation which operates independently of any government. Typically, these organisations bring in money privately and/or via grants, but do not turn a profit.

Governmental organization – an organisation funded by and managed by a government. This could include national agencies, such as the Department of Environment, Food, and Rural Affairs, a devolved agency such as the Marine Management Organisation, or local government, such as a local town council.

Intergovernmental organization – an organisation operating internationally and governed by a coalition of member states each representing national interests. They are primarily funded by member state contributions.

Private Sector organization – an organisation funded privately, typically making profit through commercial ventures. This would include an insurance company, for example.

Philanthropic organization – an organisation responsible for fundraising and distributing funding.

Some organisations could be categorised as more than one of the above institution types. Please tally organisations against the category which best represents their role in the context of the reporting question. For example, if you are asked about your Action/DCC/DCO/DIP/NDC’s partner organisations and one of your partners is privately funded through their commercial research ventures they could be counted against ‘Research Institution (privately funded)’ or ‘Private Sector organisation’ or possibly even ‘Educational organisation’ depending on their other activities. If they
support your programme primarily through their research contributions, please count them as a ‘Research Institution (privately funded).’

Qualitative Questions
There are several questions which ask for qualitative answers. These are an opportunity for you to describe in more detail the activities and impact of your Decade Action. You do not need to describe every activity in detail but select examples that best tell the story of what you have achieved. Please optimise the use of concrete examples and where possible include numbers, names of partners and locations of activities. These responses will be used to gain a deep understanding of the work you are doing.

The Decade Coordination Unit may use the responses to qualitative questions to pull short quotes for use in reports and/or may come back to you to collaborate on the development of a more detailed case study for showcasing in publications or communications assets.

Length of the Form
Note that while the form looks extremely long on first glance, the Programme, Project, and Contribution reporting forms breakdown many of the questions by Challenge. Therefore, if a Challenge is not relevant to your work, you will be able to skip that section and the actual form that you complete will therefore be much shorter!

Responsibility for Reporting and Role of DCCs/DCOs and Programmes
As envisaged in the endorsement letter for your Decade Action, each DEcade Action is responsible for their own reporting.

DCCs/DCOs will complete their own reporting and are also asked to support and remind their attached programmes to complete their reporting.

Similarly, programme will complete their own reporting and are asked to support and remind their attached projects to complete their reporting.

Feedback
While it was subject to a testing process with several Decade Actions, this is the first time that Monitoring and Evaluation Framework has been rolled out across all Decade Actions. We therefore welcome your constructive feedback on how to improve the system by answering the final question of the form. The form contains space for you to provide this feedback once you have completed your reporting.

General Timeline
09 January 2023: First contact to all Decade Actions and Coordination Structures to assign a person responsible for filling out the reporting form (if no one is assigned, then the lead contact in our database will be the one automatically assigned) and provide access to the Guidance Note.
2nd half of January: Contact points will receive customised Survey Monkey link to complete report

February: 1st Online Q&A session, dates TBC

March: 2nd Online Q&A Session, dates TBC

May 7th: Deadline for report submissions

If you have any questions or issues as you work through the form please contact oceandecade@unesco.org with ‘Monitoring and Evaluation’ in the subject line!