User manual for the PRAIS portal

PRAIS: Performance Review and Assessment of Implementation System

prais
Performance Review and Assessment of Implementation System

UNCCD
United Nations Convention to Combat Desertification

Contents

1 The PRAIS portal

The PRAIS portal can be reached at http://www.unccd-prais.com .

1.1 Browser requirements

The PRAIS Portal can be accessed using all common and up-to-date web browsers, including Google Chrome, Mozilla Firefox, Internet Explorer, Opera, etc.

You are strongly recommended to update your browser to the latest available version, in particular for Internet Explorer, as versions older than IE8/IE9 may encounter glitches.

1.2 Changing the language

The portal is available in all six United Nations languages.

To change the language of the portal, select the desired language in the top-right corner of the portal.

1.3 Navigating the page

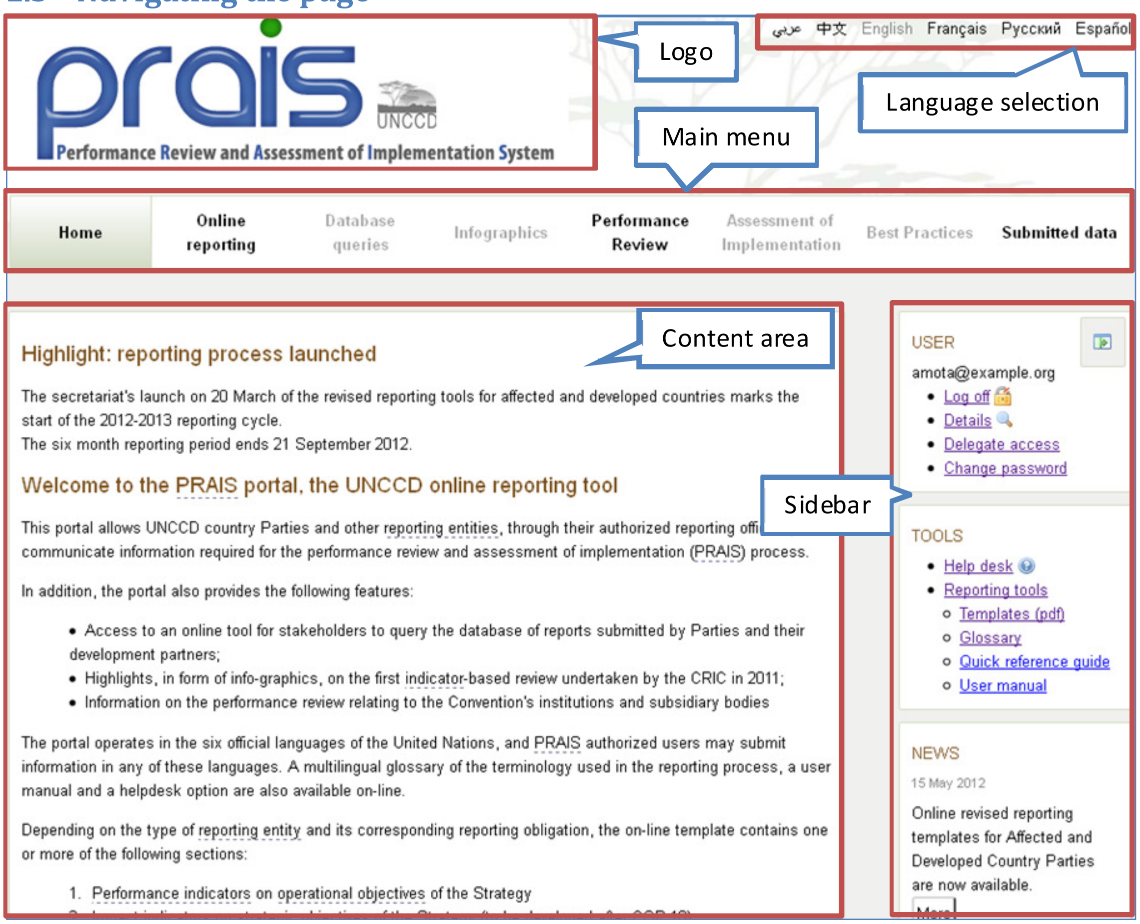


Image 1. Homepage

The image above shows the areas of the page.

The logo serves as a link to the homepage.

1.3.1 Main menu
Some sections are not yet available; their entries in the menu are greyed out.

1.3.1.1 *Online reporting*
This section allows you to view, edit and submit your official reports. See chapter 5.

1.3.1.2 *Performance review*
This page contains documents on the performance review of Convention institutions and subsidiary bodies.

1.3.1.3 *Submitted data*
This page shows lists of submitted data received through the PRAIS portal.

Of particular note is the list of official reports received through the PRAIS portal, in PDF format. It currently holds reports from the 2008–2009 reporting period and links to another page with reports from the previous reporting period.

Two other lists of data from the 2008-2009 reporting period are also provided:

- Knowledge-sharing systems, as reported by country Parties;
- DLDD-related decisions and documents, as reported by the UNCCD secretariat.

1.3.2 Sidebar
The sidebar features the following:

- Collapse button on the top right which can be used to hide or unhide the sidebar;
- User box;
- Tool box; and
- News box.

Some of the wider pages hide the sidebar automatically in order to optimally display the information. Clicking the toggle button will open the sidebar.

1.3.2.1 *User box*
If you are logged in, the user box will appear on the sidebar.

The user box contains links so you can

- Log off;
- See your account details;
- Delegate access to your official reports; and
- Change your password.

These pages are explained in chapter 4.

1.3.2.2 *Tool box*
The tool box contains the following links:

- Helpdesk; and
- Reporting tools:

- Templates (PDF);
- Glossary;
- Quick reference guide; and
- User manual.

These pages are explained in chapter 3.

1.3.2.3 News box

The news box displays snippets of the latest news.

Clicking the ‘more’ button will show the news item in full.

2 Credentials

You should have received an automatic invitation email from the United Nations Convention to Combat Desertification (UNCCD) secretariat containing your login credentials.

Your username is your email address.

For security reasons, the PRAIS portal does not keep your password and it is not possible to recover it.

2.1 Resetting your password

It is, however, possible to reset your password by clicking ‘forgot password’ on the logon page.

You should enter your username, and the system will send you an automated email with instructions.

2.2 Logging on

The system automatically asks you to log on whenever necessary – try visiting the ‘Online reporting’ page.

The image below shows the ‘Logon’ page.

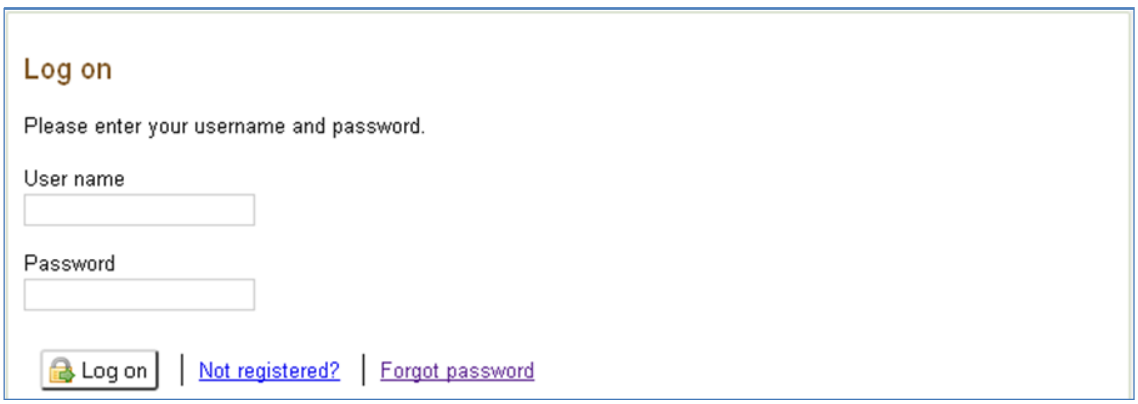


Image 2. Logon page

3 Reporting tools

3.1 Helpdesk

The Helpdesk can be accessed through the link in the sidebar or at http://support.unccd.int .

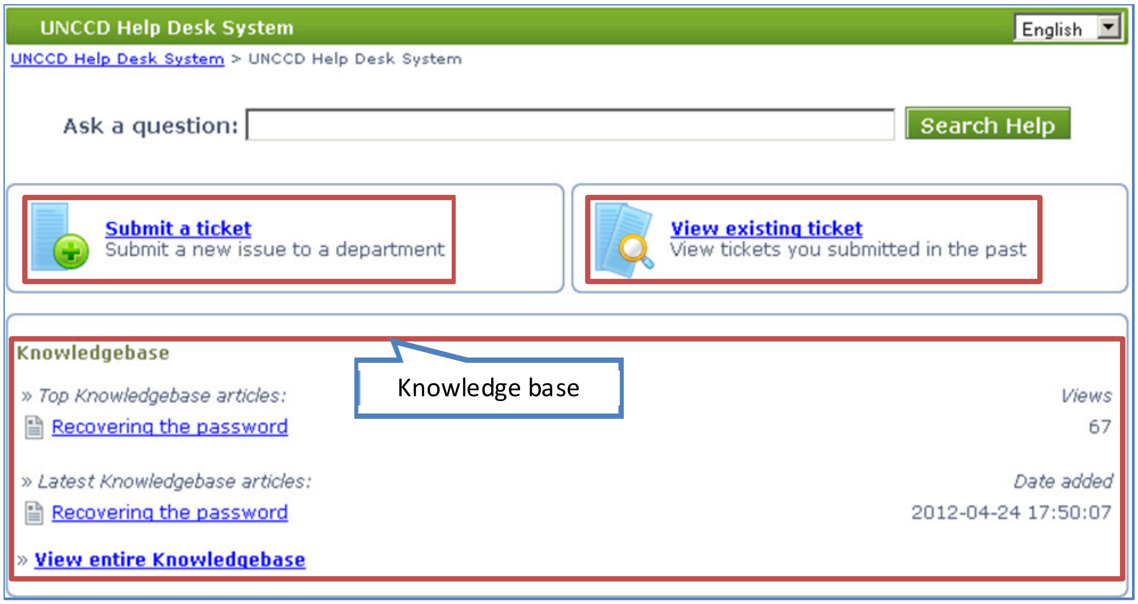


Image 3. The Helpdesk

This system has been established to deal with technical or methodological queries concerning the reporting process. Queries or requests for support can be submitted by selecting 'submit a ticket' and following the instructions provided.

Previously submitted queries can be monitored by selecting 'view existing ticket' and entering the ticket number associated with your query.

Further, the Helpdesk also contains the 'Knowledge base' section (see image 3 above) which stores resolutions to the most common queries.

3.2 Glossary

The PRAIS portal provides a detailed, dynamic glossary of terms to assist you in understanding and completing the reports.

The glossary can be accessed in one of two ways:

- You can view the entire glossary by clicking on the 'Glossary' link in the sidebar; and
- Key terms throughout the portal are automatically connected to their definition (see chapter 3.2.1).

3.2.1 Automatic definition

Glossary terms found throughout the PRAIS portal are actually hyperlinks to their definitions. These terms are underlined with a dashed line (see example in image below) and the cursor shows a question mark when hovered above them.

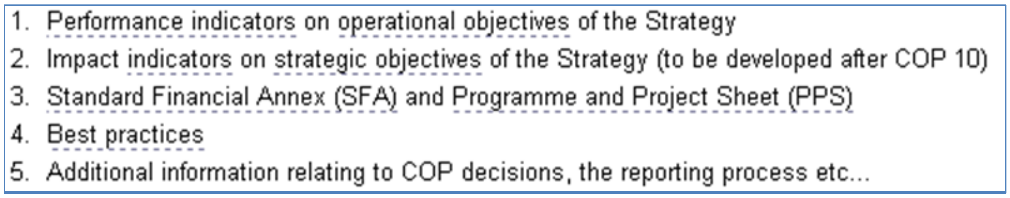


Image 4. Example of glossary terms appearing in running text (dashed underline)

Clicking on these terms opens up their definitions (see image below).

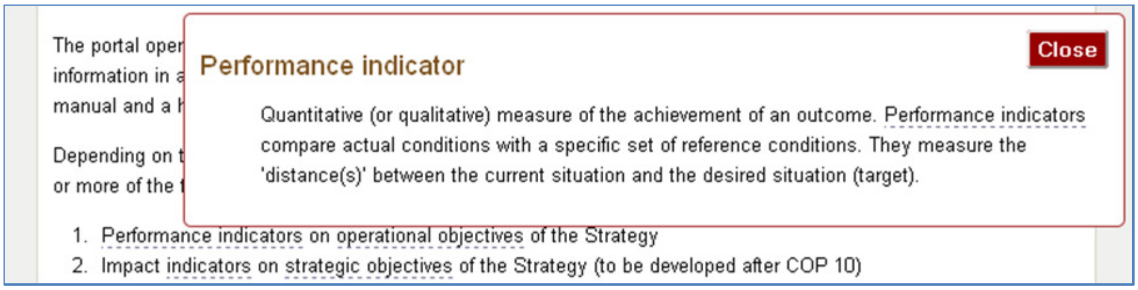


Image 5. Pop-up with the definition of the term 'performance indicator'

To close the pop-up window, click the 'Close' button or anywhere else in the pop-up window.

3.3 Quick reference guide

The 'Quick reference guide' provides direct access to additional information on:

- Relevant Activity Codes (RACs);
- Rio Markers; and
- OECD Purpose Codes.

4 User area

You can access your personal pages by following the links in the 'User box' in the sidebar. This box only appears when logged on.

4.1 Log off

Clicking 'log off' closes your current session. For safety, you should always close your sessions when using shared computers.

You can log on and log off as often as you want.

The PRAIS portal will also automatically log you off after some time of inactivity.

4.2 User details

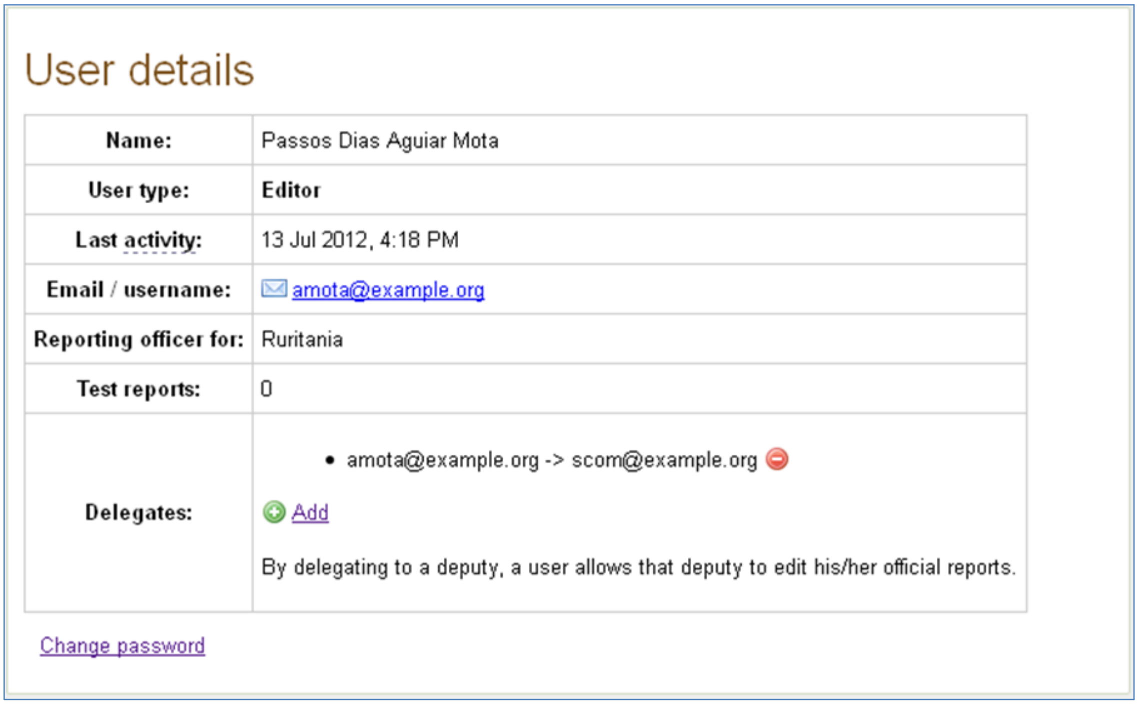


Image 6. User details

The ‘User details’ page (see image above) shows diverse information about the user, including your deputies (please refer to chapter 4.3 below).

Note the red button which allows you to remove a deputy.

4.3 Delegating access

The official reports belonging to a reporting entity (country Party, civil society organization, etc.) can normally only be edited and submitted by the reporting officer.

However, the reporting officer can delegate deputies to edit the official reports. Deputies cannot delegate their own deputies.

To delegate access, simply provide the email address of the new deputy you wish to nominate. This nomination can be cancelled at any time through your user details page by clicking the red button next to a delegate’s name (see image 6 above).

4.4 Change password

When logged in, you can easily change your password by clicking on ‘Change password’.

5 Online reporting

5.1 Landing page

The landing page contains the official templates that your reporting entity is expected to fill in for the current reporting cycle (see images 7 and 8 below).

Image 7. List of official reports

Image 8. The same list of official reports, as seen by a deputy

A green check symbol appears before a submitted report. A submitted report can no longer be edited. Click the name to open the version for printing.

A small pencil icon appears next to a report-in-progress. Click the name to edit the report.

An overdue report will be marked by a red exclamation point symbol . Click the name to edit the report.

Please note that the submit button is disabled for the deputy (see image 8 above) because only the reporting officer can submit an official report. To delegate reports, see chapter 4.3.

5.2 Inputting information

5.2.1 Opening a report

The image below shows the report edition screen.

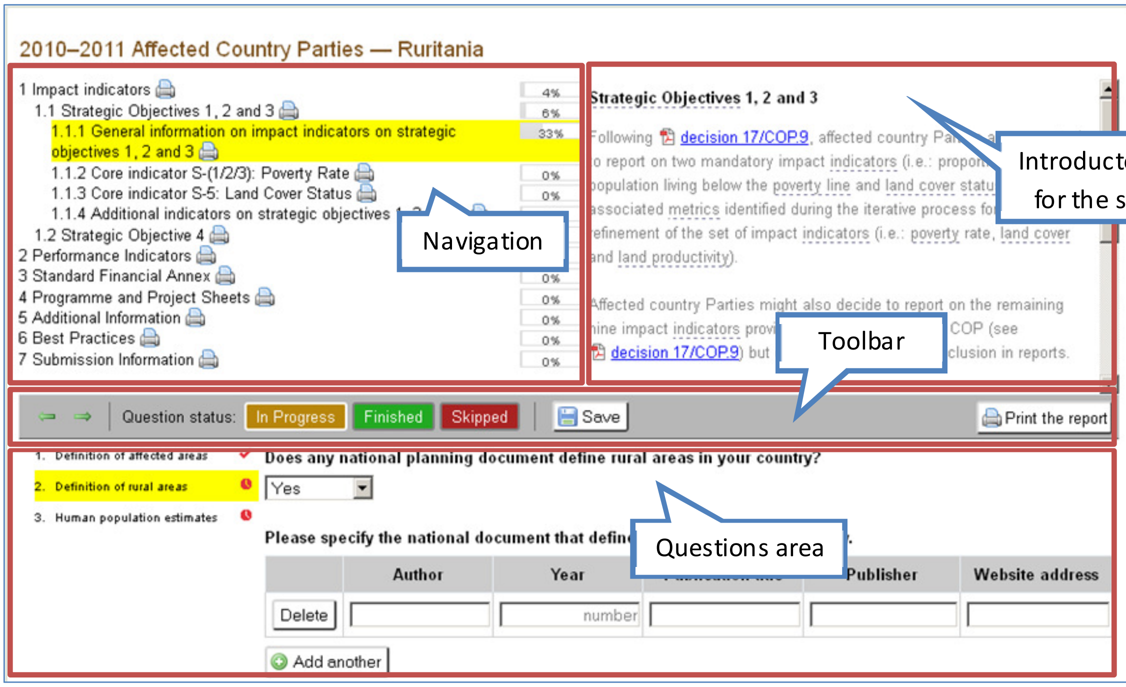


Image 9. Editing a report

5.2.1.1 Navigation

The reports can appear lengthy and complex, so the navigation system has been designed for you to move easily between different sections of the report.

Key features of the navigation system include:

- Numbering of sections and sub-sections;
- Yellow highlighting of the currently selected section;
- Indication of progress towards completion of each section (% bar on the side); and
- Print button, which opens the print version of a specific section.

5.2.1.2 Introductory text for the section

When you select a section of the report using the navigation system, contextual information for that section appears in the scrollable window to the right hand side.

This information may include:

- The definition of the indicator, if relevant;
- Context to help you understand the section or indicator; and
- Information on the data needed to complete that section of the report, the data sources, overall reporting target, etc.

5.2.1.3 Toolbar

The toolbar is located below the navigation section and has a grey background.

The print button is on the right; this opens the print version of the entire report.

On the left are buttons that allow you to open the next/previous **incomplete** question in the report without having to search through the navigation system. This is particularly useful when reports are at intermediate stages of completion.

5.2.2 Answering questions

When a section with questions is opened, the questions are displayed in the bottom area; the first question of the section opens automatically.

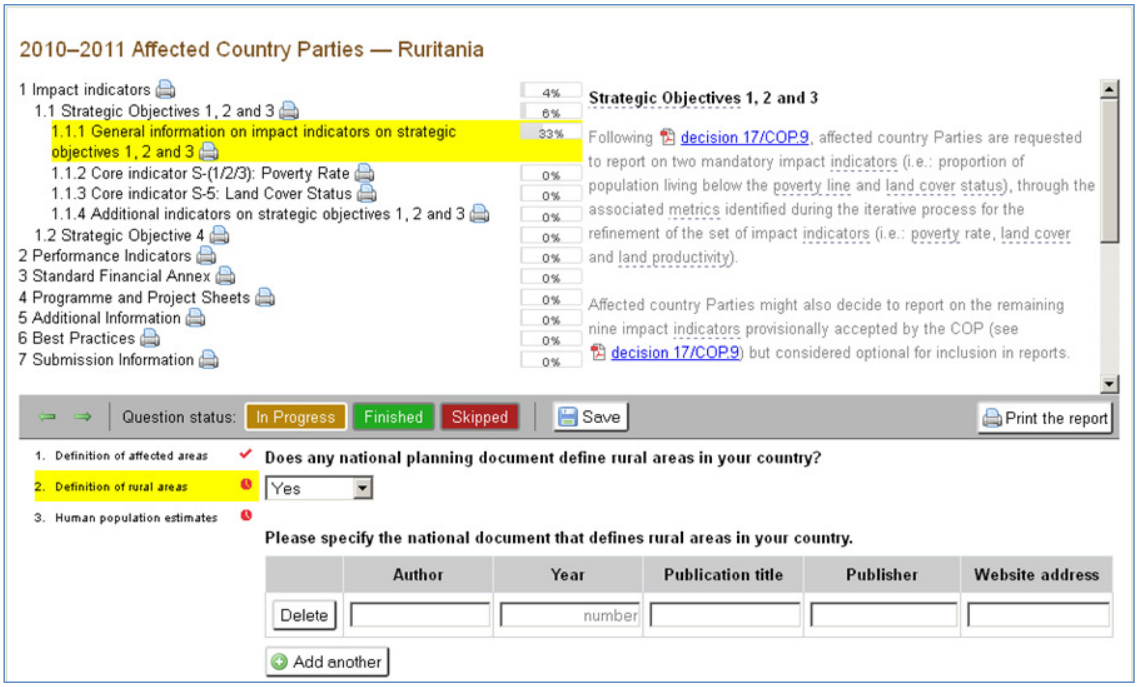


Image 10. Showing a section displaying questions

The bottom area shows the questions: the left shows the questions to be answered, and the right shows the fields to be filled in to answer the selected question (which appears highlighted in yellow; see image above).

When a question is selected, new options appear in the toolbar: buttons to change the status of the question (‘in progress’; ‘finished’; ‘skipped’) and a button to save. Please note that the system saves a question automatically when you make changes to its fields.

When you have finished filling in the fields to answer the question, mark it as ‘complete’ in the toolbar. If you have no answer to provide, mark the whole question as ‘skipped’. Indicating whether a question is complete or not will update the report’s percentage of completion as soon as the page refreshes. **When inputting information, please keep in mind that all questions should be marked as ‘complete’ or ‘skipped’ in order to minimize the number of issues highlighted by the system during the submission process.**

The list of questions shows an icon identifying the status of the question. (See image below.)

Image 11. Question status icons in order of appearance: 'in progress', 'complete', and 'skipped'

5.2.3 Question types

There are a number of different question types that you will come across when completing the report. The chapters below provide an overview of these question types.

5.2.3.1 Free text

These consist of simple text boxes that allow the user to enter any plain text characters (letters, numbers, symbols, etc.). Each text box has an automatic character limit which can be seen in its lower left hand corner.

5.2.3.2 Numeric

These allow only numbers to be entered and will reject anything that is not a digit (0–9). Any other text will be automatically deleted.

5.2.3.3 Date

These will automatically provide you with an interactive calendar (see image 12 below) when the question field is selected. You can directly select the month and year you require by using the drop-down menus, or by scrolling through the months using the next and previous arrows; both of these are located in the top toolbar of the calendar. You can then click on the required date to enter it into PRAIS.

It is also possible to type the date directly, but you must respect the date format indicated: 'dd/mm/yyyy'.

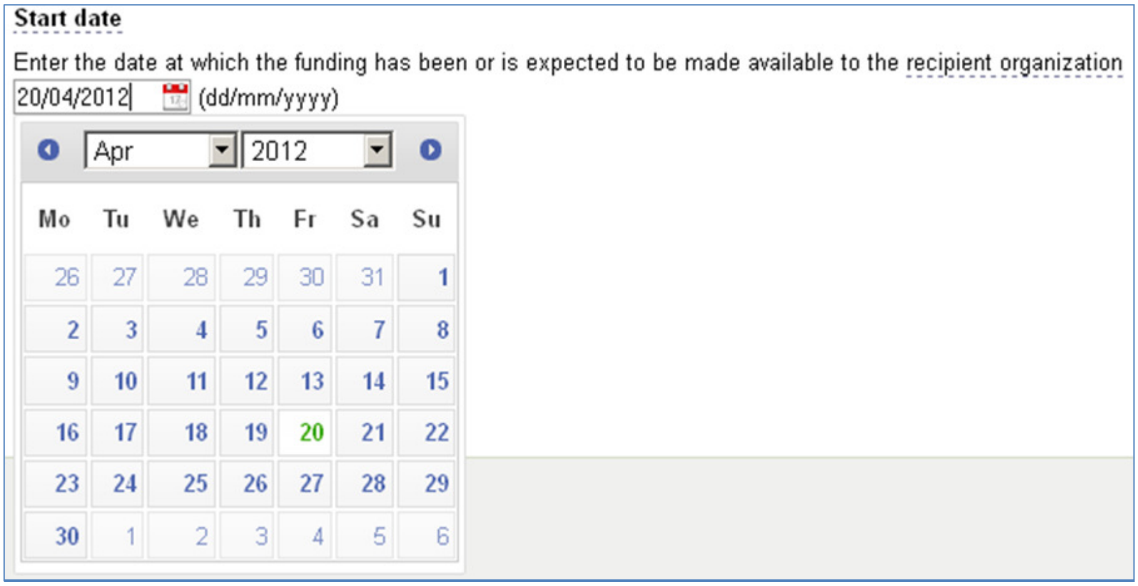


Image 12. Question type 'date' with the calendar open after the textbox is selected

5.2.3.4 Yes/no

Many questions require a simple 'yes' or 'no' answer.

5.2.3.5 Multiple choice

These questions will provide you with a number of options from which to select your answer.

Depending on the question, you may be allowed to pick either a single choice or more than one. Questions requiring a single choice will provide you with round radio buttons, and questions permitting multiple choices will display square tick boxes.

5.2.3.6 Multiple answers – 'add another'

Some questions allow you to add multiple answers. You can add a new entry by pressing the button 'add another', or remove an entry by pressing the 'delete' button (see image below).

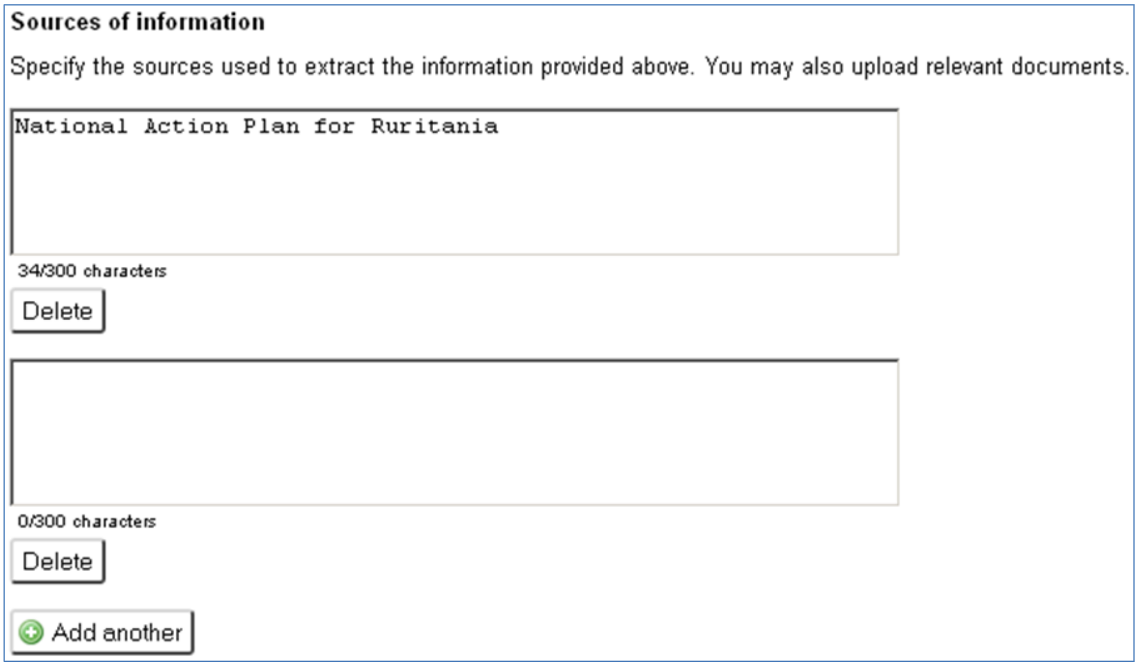


Image 13. Question allowing multiple answers

5.2.3.7 *Tables with varying numbers of rows*

These questions ask for answers in a tabular format and allow the user to add as many rows as necessary.

Rows can be added by pressing the button 'add another'. Rows can be deleted by pressing the 'delete' button. (See image below.)

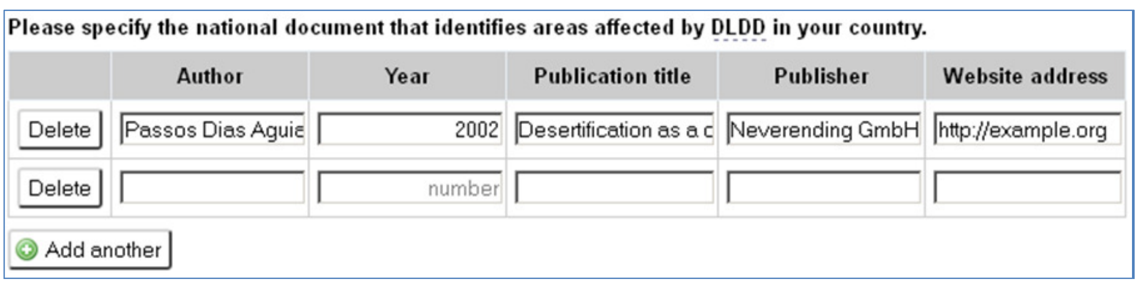


Image 14. Table question allowing multiple rows

5.2.3.8 *Repeating blocks*

Similar to the 'Tables with varying numbers of rows' question type described in chapter 5.2.3.7 above, these questions ask for multiple sets of information with each answer component having more than one field.
In order to allow for more space, however, the items are grouped in blocks instead of in rows.

You can add as many items as necessary by pressing the button 'add another'. Items can be deleted by pressing the 'delete' button.

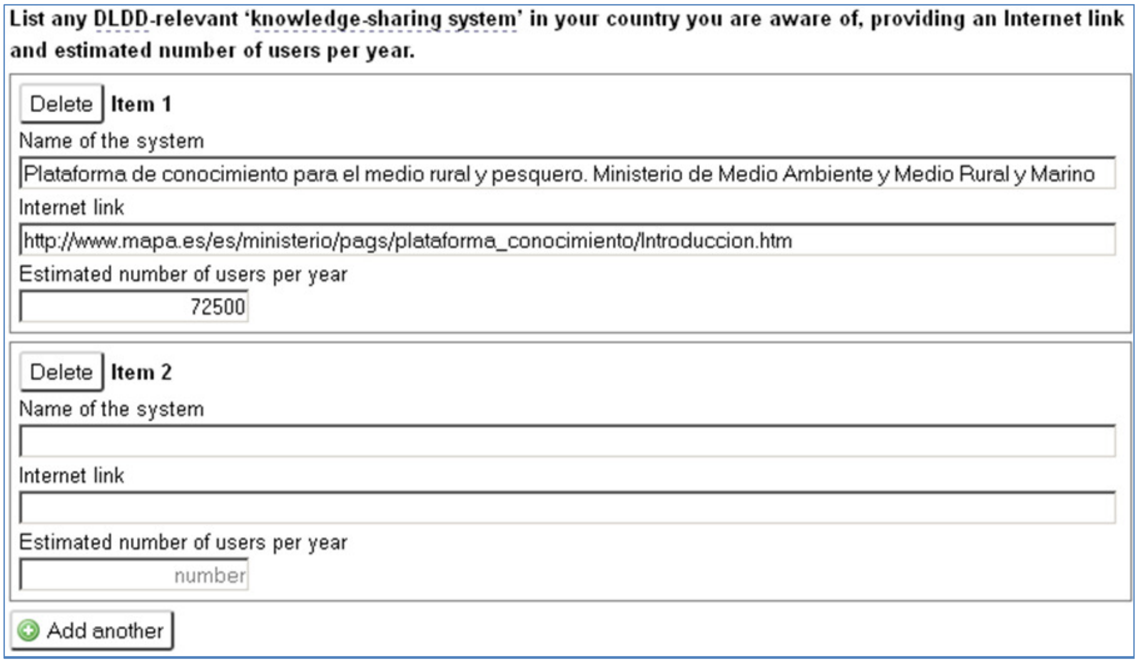


Image 15. Question asking for repeating blocks of three related fields

5.2.3.9 *Lookup fields*

Some questions ask for a choice in a limited set of choices; the choices are organized in a hierarchy (e.g. region/sub-region/country, RACs, OECD purpose codes, etc.).

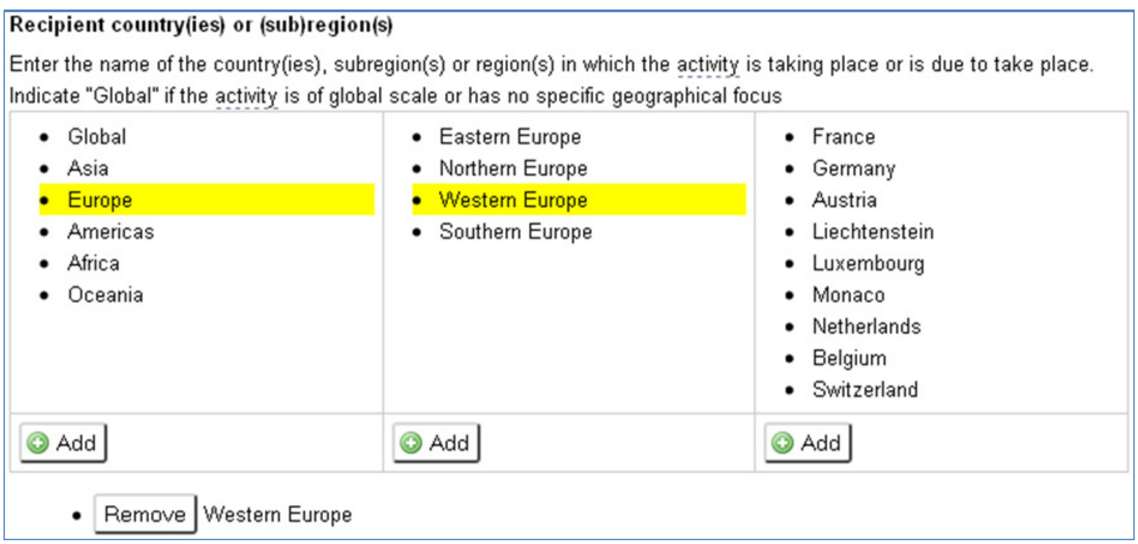


Image 16. Lookup field

Once you select an item in the first column, the second column will be populated with the related sub-items, and so on.

To add an answer, select the item and press the button 'add' in the respective column. In image 16 above, the button 'add' in the second column was pressed, which added 'Western Europe' as an answer.

To remove an answer, press the respective 'remove' button.

If a particular column does **not** have an 'add' button, then the answers in that column cannot be added as an answer by themselves. However, they can still be selected in order to display their sub-items to eventually select one of them as answer.

5.2.4 Question dependency

'Yes/no' answers often enable or disable other related questions.

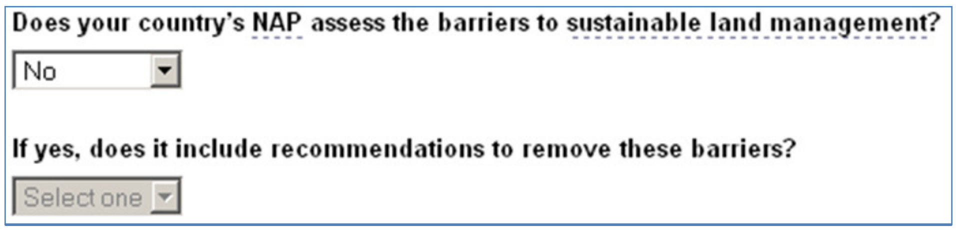


Image 17. The second question will be disabled unless the first one is answered with 'yes'

Disabled questions do not need to be answered.

Another example of question dependency is when fields with multiple choices are answered with 'other'. A textbox will usually follow where the user can describe their answer.

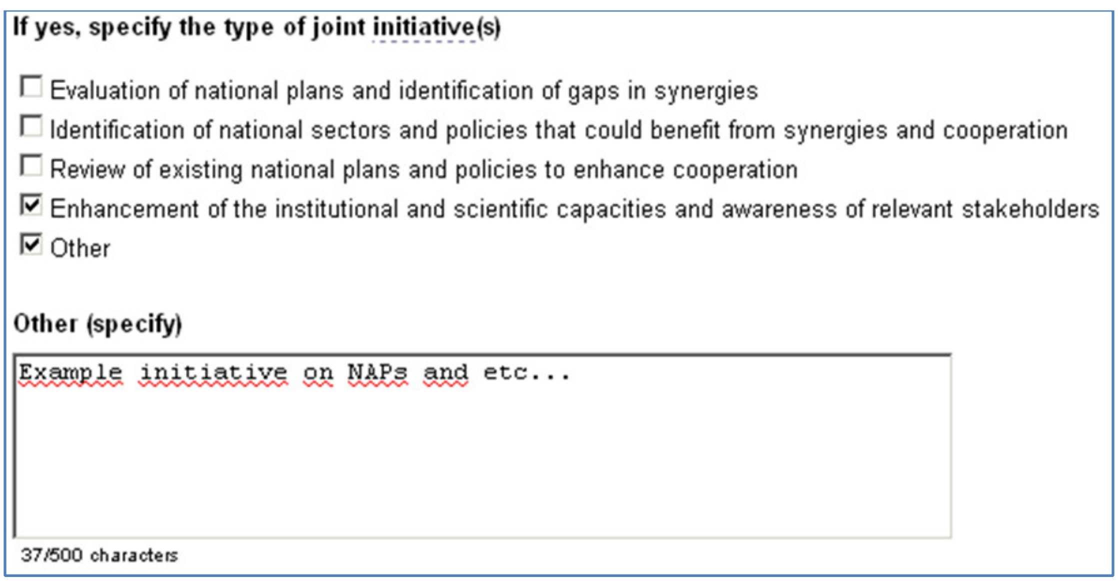


Image 18. Example of the 'other' answer with a textbox for description

5.2.5 Mandatory questions

Mandatory questions are marked with a red asterisk.

Image 19. Mandatory questions marked with a red asterisk

The system requires all mandatory questions to be answered and marked as 'complete'. If a reporting entity does not intend or is not in a position to provide an answer to a mandatory question, this question needs to be marked as 'skipped'.

Skipped questions are completely disabled.

5.2.6 Completing a question

Ideally, the submitted report will have answers to all questions. The percentage completion of the report as shown by the progress bars will then be 100%.

After completing a question, you must register the question as 'complete' using the choices in the grey question toolbar appearing above the question area. By default, the question will be 'in progress' until you select and save a different option. If you then move on to the next question or refresh the screen, the bars which track the progress towards completion of the report will be updated.

If the question is not applicable or will not be answered in the final report, you should select 'skipped' instead of 'complete', and then save. This will mark the question as final and requires no further action.

You can easily see which questions are 'complete', 'skipped', or 'in progress' by observing the symbols in the question tabs to the left hand side of the question screen, as shown below.

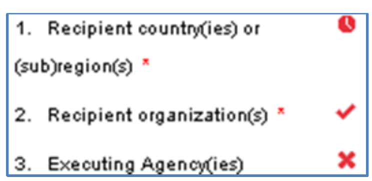


Image 20. Question symbols indicating status, in order of appearance: 'in progress', 'complete' and 'skipped'

Note: To successfully submit a report, it is crucial that no question is left 'in progress'; you are strongly advised to mark all questions as 'complete' or 'skipped' when compiling the report.

5.3 Submitting the report

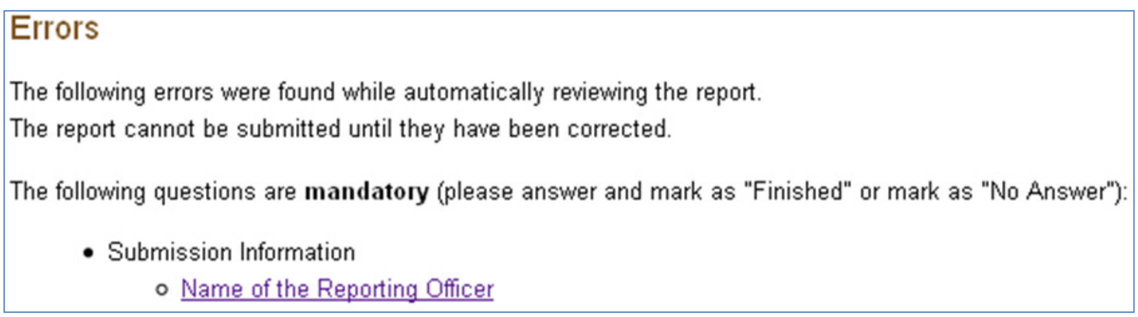
The 'submit' button is available in your list of reports on the 'Online reporting' page, next to any report not yet submitted.

Once you press the 'submit' link, the system will pre-validate your report. This will take some time, depending on the size of the report. **Please be patient**. If you have troubles with prolonged delays, please contact the Helpdesk.
The pre-validation process will verify that the questions have been properly answered and that their status has been marked as 'complete' or 'skipped'. The system will then notify the user of any problems encountered in a summary page. **You are strongly advised to mark all questions as 'complete' or 'skipped' during the compilation of the report in order to minimize problems reported by the system and ease your submission process.**
Marking questions as 'complete' or 'skipped' will increase the '% complete'; aiming for 100% completion is the best way to ensure a clean submission.

During this automated process, the system may identify:

- **Errors** in the event that mandatory questions have been left blank or are not correctly marked as 'complete' or 'skipped'; the report cannot be submitted until they have been corrected;
- **Warnings** in the event that a question status is left as 'in progress', or if a question is marked as 'complete' but no data has been entered in one or more fields;
    - They are intended to highlight questions that might have erroneously not been fully completed, but can be ignored by checking the appropriate check box 'ignore warnings' at the bottom of the screen;
    - They will not prevent submission of the report.

The 'Report submission' page will provide a list of all the errors and warnings identified. It will also give generic instructions on the action required along with clickable links to the specific questions.


Errors

The following errors were found while automatically reviewing the report.
The report cannot be submitted until they have been corrected.

The following questions are **mandatory** (please answer and mark as "Finished" or mark as "No Answer"):

- Submission Information
    - Name of the Reporting Officer

Image 21. Example of submission errors

If no errors are identified, the report submission can be finalized by acknowledging that a review of the print version was done and that the report is properly filled out, and then pressing the final 'submit' button.

Upon successful submission of the report, the system will show an acknowledgement message. The submitted report will remain available in your list of reports in a read-only state for your consultation. It includes information on submission (date and user), and all the answer data as provided.

5.4 Repeating sections

Some sections of the template need to be answered several times. For example, the section 'Standard Financial Annex' needs to be answered once for each financial commitment.

The repeating sections are:

- Reporting on land cover;
- Additional indicators on strategic objectives 1, 2 and 3;
- Standard Financial Annexes;
- Programme and Project Sheets; and
- Best practices.

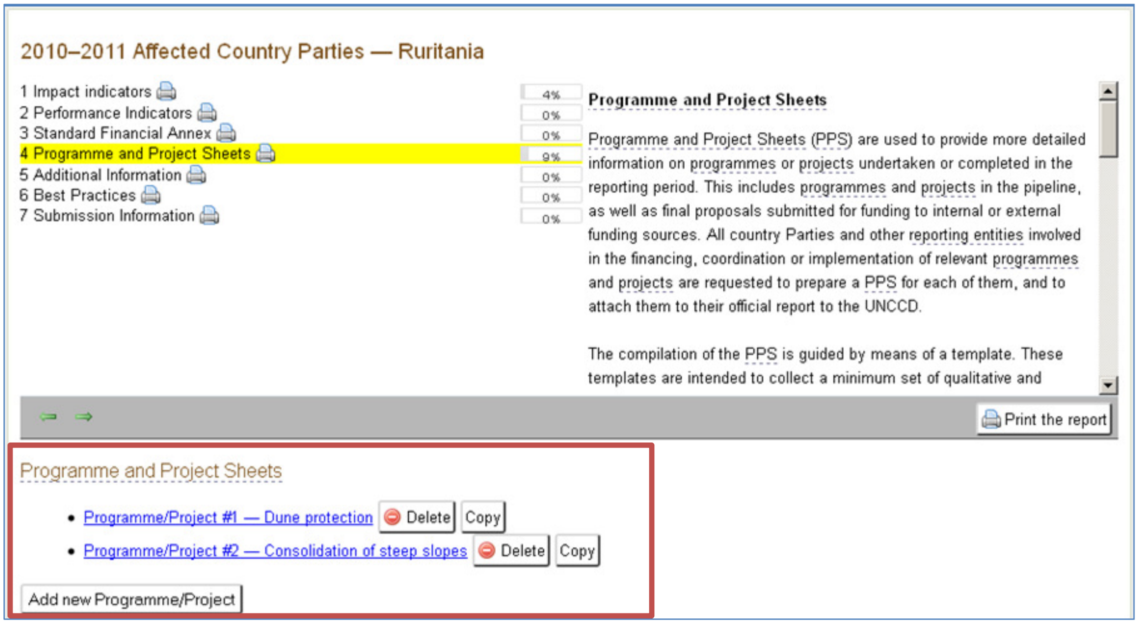


Image 22. Details of a repeating section listing existing entries

When such a section is selected, the system lists existing entries (see image above). They can be opened and edited, or they can be deleted or copied using the respective buttons. A new entry can also be added using the button 'Add new Programme/Project'.

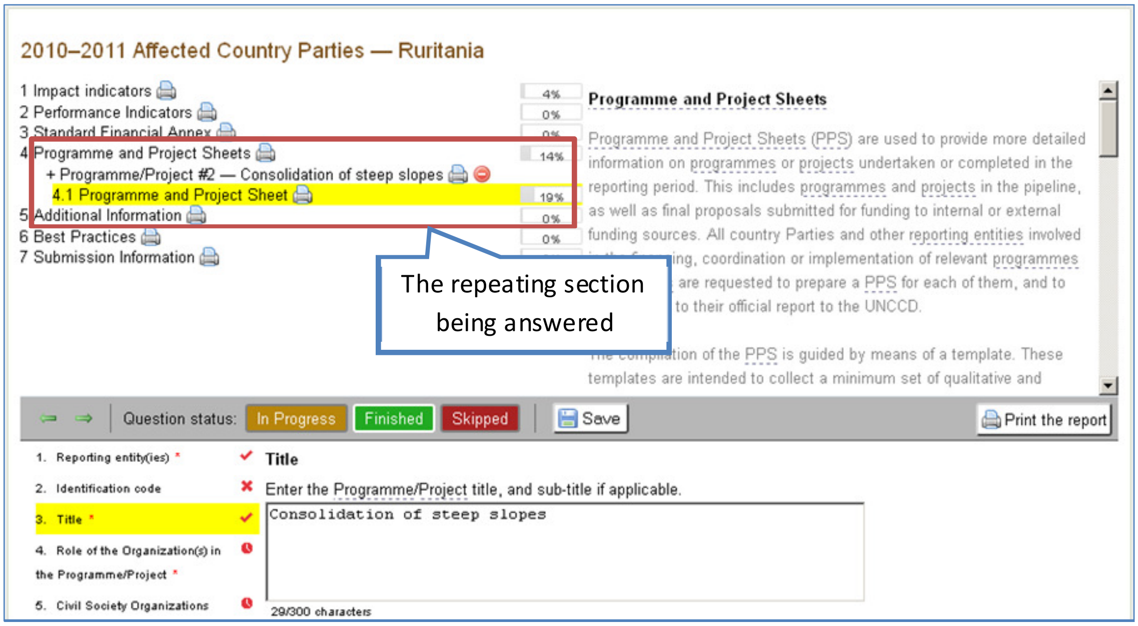


Image 23. Answering a repeating section

After selecting a repeating section to edit, the system will then display the sub-sections and their questions as usual (see image above).

To open the list of entries for the repeating section, use the navigation tree to select the section. This allows you to add a new entry, or edit/delete an existing one.

5.4.1 Copying a repeating section

To facilitate the upload of very similar items for repeating sections, it is possible to copy an existing repeating section. To do this, go to the list of entries and press the 'copy' button next to one of the entries, as shown in the image below.

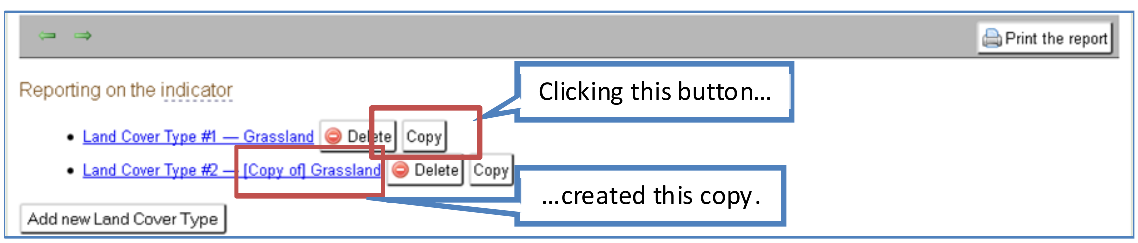


Image 24. Copying a repeating section

This will create a copy of the entry that contains the same answers. You can then review the answers in the copy and, after changing them as appropriate, mark them as 'complete'.

5.5 Uploading PDF files

Some questions allow you to upload PDF files to support your answers (see image below). This is especially helpful for the 'Sources of information' section for each performance indicator.

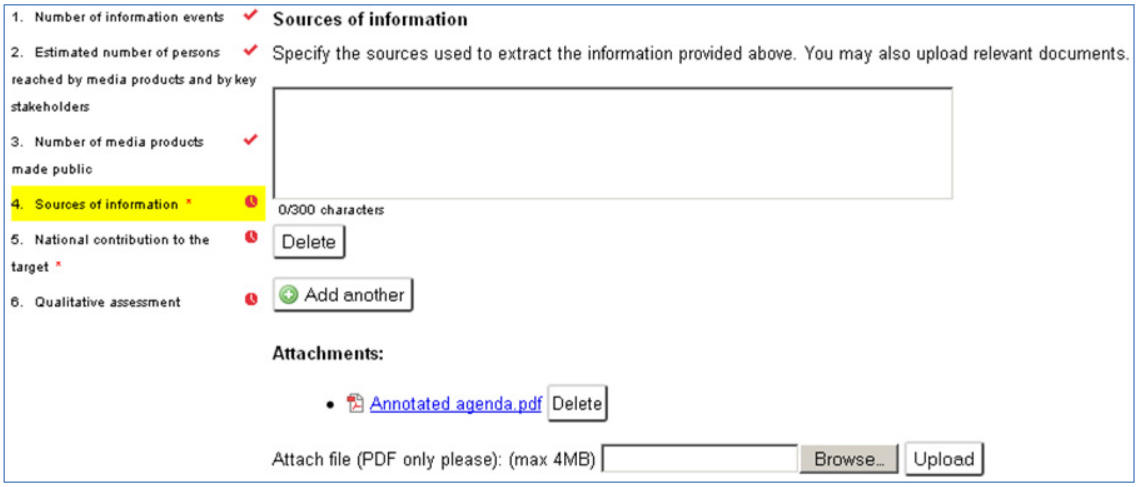


Image 25. A question allowing file uploads

To upload a file, press the 'browse' button, navigate to the file, and click the 'upload' button. (In some browsers the 'browse' button is labelled 'choose files'.) The file size is limited to 4MB; larger files will be rejected.

You can remove uploaded files by pressing the 'delete' button.

5.6 Uploading Standard Financial Annexes and Programme and Project Sheets using Excel sheets

As an alternative to entering Standard Financial Annexes (SFAs) and Programme and Project Sheets (PPSs) one at a time, reporting entities that need to report on a large number of these items can make use of the Excel spreadsheets made available in the 'Reporting tools' section (see the sidebar). They can then be uploaded into PRAIS through the 'Import from CSV' function (as visible in the image below).

Image 26. Details of a repeating section showing the CSV upload feature

To upload the SFA/PPS spreadsheets into PRAIS:

1. Review the data in the spreadsheet to ensure it is in accordance with the checklist in annex 7;
2. Export the worksheet you wish to upload (e.g. SFA) to a CSV file by following the instructions in annex 6;

3. Open your report in PRAIS and navigate to the respective section (SFA or PPS);
4. On the bottom (under 'Import from CSV'), click 'Browse' (or 'Choose files') to select your CSV file and then press 'Import';
5. If the system highlights any problems, address them in the spreadsheet and repeat these instructions.

Please note that although the CSV importer can facilitate the automatic filling in of the data, the process is still vulnerable to errors and may result in some questions being filled in incorrectly. Users are therefore encouraged to review the data once it is uploaded into PRAIS from CSV.

If you encounter any problems, contact your IT department or submit a ticket to the Helpdesk at http://support.unccd.int .

5.7 Print version

You can access print versions of any of your reports at any time – even if they have already been submitted and cannot be edited.

This print version displays the content of the whole online template along with the answers provided. Reports with many repeating sections (namely SFAs and PPSs) might take longer to generate, so please be patient.

A print version of each report is available at any time in the list of reports under 'Online reporting' (see image 27 below).

Image 27. How to open the print version of the report

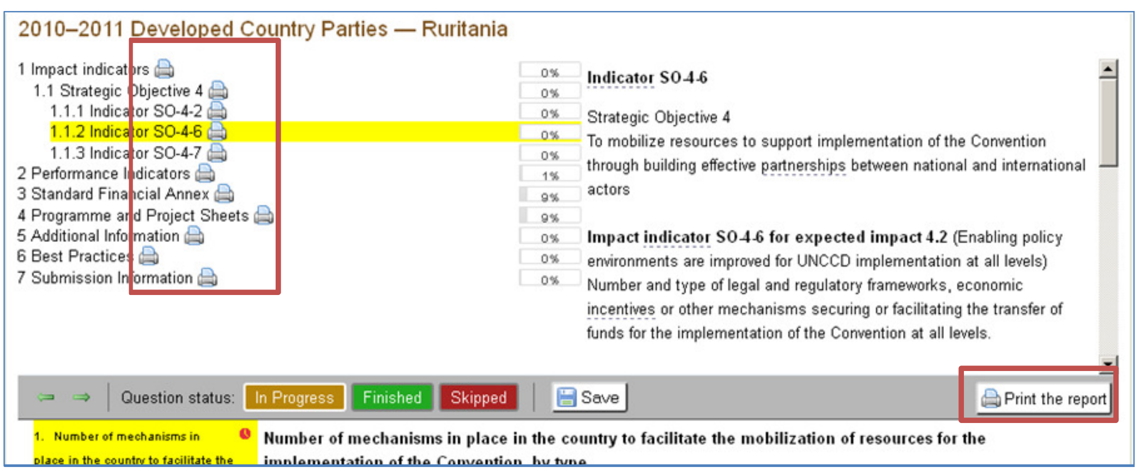


Image 28. The different print versions available while editing a report

The print version is also available while editing a report via the button on the right side of the grey toolbar (bottom-right in image 28).

You can also generate a **partial print version** which contains the content of a single section rather than the whole report. This is available through the buttons in the navigation tree (top-left in image 28).

5.8 Reporting on best practices

Reports on best practices may be submitted outside of the normal reporting period and you can submit as many as needed.

To add a new report on best practices, use the appropriate button in the list of reports in the 'Online reporting' page, as seen in the image below.

Image 29. Button to add a new report on best practices

Pressing the button enables you to create and submit a new report on best practices.

Annexes

6 Importing from CSV files: uploading multiple Standard Financial Annexes or Programme and Project Sheets using Excel spreadsheets

6.1 Technical background

CSV stands for comma-separated values. A CSV file stores tabular data in plain text, separated by commas, and typically with one record per line. One purpose of these files is to move tabular data between programs that use incompatible formats.

6.2 Drawbacks

It must be noted that the 'Import from CSV' function has its pros and cons. Although it allows the user to quickly import a large amount of data into PRAIS, there is a risk that such information is not fully aligned with the options available in the PRAIS portal. This could be caused by human error (misunderstanding a question, typos, etc.) or by the user not following the guidelines provided. The quality of the information entered through this function is only as good as the quality of the information initially entered into the Excel spreadsheet. If you use this function, you are strongly advised to review your report carefully, both after importing and before submission, in order to verify the completeness and accuracy of the information.

6.3 Step-by-step instructions

Make sure you have not made any changes to the questions' original formats, e.g. by moving or deleting columns or rows (even empty ones). If you have done so, we advise you to open up the original file again and copy and paste your data into it.

6.3.1 Review the data in the spreadsheet

Before importing the related data, you should thoroughly review the Excel spreadsheet (.xls or .xlsx) you have pre-compiled. Refer to the checklists available in annex 7 of this manual in order to review your spreadsheets.

In order to successfully import your data, it is absolutely crucial that it is entered in accordance with the guidance provided in the template.

In addition, for all the questions that contain a predetermined set of answers, it is important that the information entered is consistent with options which are available in the PRAIS portal (such as Relevant Activity Codes (RACs), OECD purpose codes, etc.). If there is a mismatch between the spreadsheet and available options in PRAIS, the specific entry will be rejected and the question will remain blank.

6.3.2 Convert the spreadsheet to CSV

Before importing your data, you will need to save your Excel spreadsheet as a CSV file using the Unicode (UTF-8) encoding standard adopted by the PRAIS portal for its multilingual interface.

Since CSV files can only have a single table, you will need to export each worksheet separately.

There are several ways of doing so, but the simplest option is to use the application LibreOffice Calc:

1. Make sure that the latest version of LibreOffice is installed on your machine;
2. Open your SFA/PPS spreadsheet using LibreOffice Calc by:
    a. Right-clicking on your file and selecting the option 'Open with', and then selecting LibreOffice Calc; or
    b. Opening LibreOffice directly, choosing 'File > Open' and selecting the file (navigate to the correct folder if necessary); then click 'Open';
3. When the file is open, select the worksheet you wish to export;
4. Go to 'File > Save as';
5. Select the option '**Text CSV (.csv)**' under 'Save as type' and save your file;
6. Before saving the file, the dialog box below will appear giving you the opportunity to define the correct character set **Unicode (UFT-8)**. Make sure that the remaining options still contain the default options, as per the screenshot below (field delimiter, text delimiter and fixed column width should be unchecked);
7. Your CSV file is now ready to be uploaded into the PRAIS portal. Please remember to perform the same process to obtain an SFA CSV file and a PPS CSV file.

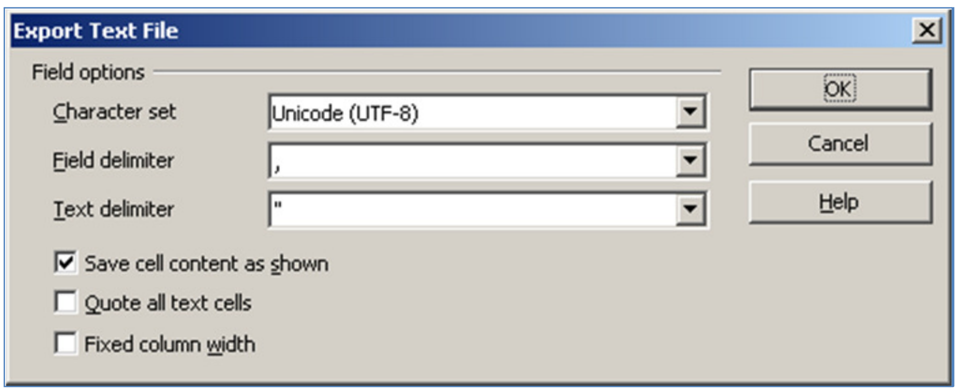


Image 30. LibreOffice Calc – export CSV dialog window

6.3.3 Upload the file to PRAIS

You can then use the function described in chapter 5.6 of this manual to import the file into PRAIS.

7 Checklist for the Standard Financial Annex and Programme and Project Sheet import function

7.1 Generic checklist

7.1.1 Numeric fields

Only use digits; do not use abbreviations, symbols or decimal points.

7.1.2 Date fields

Date format must be 'dd/mm/yyyy'. Only a single date is allowed.

7.1.3 Field type 'organization'

If an organization is already available in PRAIS's list of organizations, the entry in your spreadsheet should be the exact match, e.g. 'African Development Bank' or 'Global Environmental Facility'; abbreviations such as ADB or GEF will not be recognized by the system.

New entries (or entries that do not already have a match in PRAIS) will automatically be stored in the text box 'Other'; please note that this field is limited to 300 characters.

Multiple entries are possible if you use a comma as a separator.

7.1.4 Field type 'country, sub-region or region'

The entry in your spreadsheet for this field should exactly match the entry in the list available in PRAIS, e.g. 'United Republic of Tanzania' or 'Bolivia (Plurinational State of)'. Entries such as 'Tanzania' or 'Bolivia' may be rejected or may generate an error.

This is similar for regions/sub-regions: if it is a global project, please indicate 'Global'. Entries such as 'Caribbean', 'sub-Saharan Africa' or 'ECOWAS' are not valid values in PRAIS and should be replaced with the most appropriate available value by approximation (for instance 'Western Africa' for 'ECOWAS').

Please note that the list of countries in PRAIS is only available in English. Names in different languages will not be recognized.

You can make multiple entries using a comma as a separator.

7.1.5 Free text

This field type allows any kind of text. **Be cautious when using commas as the system might identify them as separating different entries**.

7.1.6 Multiple answers

Some fields allow multiple answers; separate these multiple entries with commas.

7.2 Checklist for Standard Financial Annexes

Question	Description
Reporting entity	See chapter 7.1.3 of this manual.
Identification code	If not applicable, leave blank.
Funding organization	See chapter 7.1.3 of this manual.
Name of activity funded	Free text; limited to 300 characters

Recipient country(ies) or (sub)region(s)	See chapter 7.1.4 of this manual.
Recipient organizations	See chapter 7.1.3 of this manual.
Commitment date	Date
Currency	Please use three-digit ISO currency codes only, e.g. 'EUR', 'USD' or 'BWP'.
Amount committed	Numeric field – digits only
Type of funding	Valid values: • Aid-funded debt relief • Associated financing • Basket funding • Budget authority (discretionary) • Budget authority (mandatory) • Credit • Debt reorganization • Debt swap • Direct loan/guarantees • Equity • Export credit • Foreign direct investment • General budget support • Grant • Interest concession • Loan (commercial) • Loan (concessional) • Off-budget • Sectoral budget support
Start date	Date
Completion date	Date
Rio Marker for desertification	Valid values: • 0 • 1 • 2 • 3
Relevant Activity Code(s) (RACs)	The entry in your spreadsheet for this field should match the code for one of the available values in PRAIS. If you are uncertain, you can consult the codes at http://www.global-mechanism.org/dynamic/File/cop9/RACs.pdf . You can make multiple entries using a comma as a separator.
Sources of information	Free text; limited to 300 characters You can make multiple entries using a comma as a separator.

7.3 Checklist for Programme and Project Sheets

Question	Description
Reporting entity	See chapter 7.1.3 of this manual.
Identification code	If not applicable, leave blank.

Title	Free text; limited to 300 characters
Role of the organization(s) in the programme/project	Valid values: • Funder (non ODA) • Executing agency • Implementing agency • Cooperating institution • Recipient • Donor (ODA) • Other It is not possible to indicate other options. If that is the case, simply select 'Other'.
Civil society organizations (CSOs) and Science and technology institutions (STIs)	Free text; limited to 300 characters You can make multiple entries using a comma as a separator.
Beneficiary country(ies) or (sub)region(s)	See chapter 7.1.4 of this manual.
Target area size	Numeric field – digits only
Administrative unit	Free text
Target group	Free text; limited to 300 characters You can make multiple entries using a comma as a separator.
Beneficiaries	Numeric field – digits only
Start date	Date
Completion date	Date
Status	Valid values: • Pipeline • Ongoing Completed
Programme/project co-financing	Please be careful – this is a complex multiple entry question that includes sub-questions. You can make multiple entries using a comma as a separator. Make sure you respect the given order in all three sub-questions and that they have the same amount of items: • Source – see chapter 7.1.3 of this manual. • Currency – please use three-digit ISO currency codes only, e.g. 'EUR', 'USD' or 'BWP'. • Amount – numeric field; digits only.
Rio Marker for desertification	Valid values: • 0 • 1 • 2 • 3
Rio Markers for CBD, UNFCCC (adaptation) and UNFCCC (mitigation)	Valid values: • 0 • 1 • 2
Strategic objectives	Valid values: • 1

	• 2 • 3 • 4 You can make multiple entries using a comma as a separator.
Operational objectives	Valid values: • 1 • 2 • 3 • 4 • 5 You can make multiple entries using a comma as a separator.
Sectors of intervention	Valid choices are the OECD purpose codes: http://www.oecd.org/document/21/0,3343,en_2649_34447_1914325_1_1_1_1,00&&en-USS_01DBC.html
Relevant Activity Code(s) (RACs)	The entry in your spreadsheet for this field should match the code for one of the available values in PRAIS. If you are uncertain, you can consult the codes at http://www.global-mechanism.org/dynamic/File/cop9/RACs.pdf . You can make multiple entries using a comma as a separator.
Expected or achieved results	Free text; limited to 1,000 characters.
Sources of information	Free text; limited to 300 characters. You can make multiple entries using a comma as a separator.

Abbreviations: CBD = Convention on Biological Diversity; UNFCCC = United Nations Framework Convention on Climate Change.