

Project Progress Assessment Reports (PPARs)

17 January 2019

14:00 Vienna time (CEST)

<https://tcreports.iaea.org/>

Speakers



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Head/PMO**
Division for Africa



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Engineer,
Information
Technology Unit,
TCPC

Today you will learn:



- What are the e-PPARs and why the reports are important for all project team members and to the TC Programme as a whole



- How to prepare the best reports; Understanding results-based reporting, guidelines, tips and recommendations, model reports



- How to address most technical issues

What are e-PPARs?



The **electronic Project Progress Assessment Reports (e-PPARs)** are the mandatory annual reports for all TC projects



They are used throughout the lifetime of a project to capture **progress made towards achieving the expected/planned results**



e-PPARs are a versatile tool that allows to:



Collect and aggregate factual data for informed decision-making



Improve project team communication, accountability and ensure continuity if changes to the project team occur



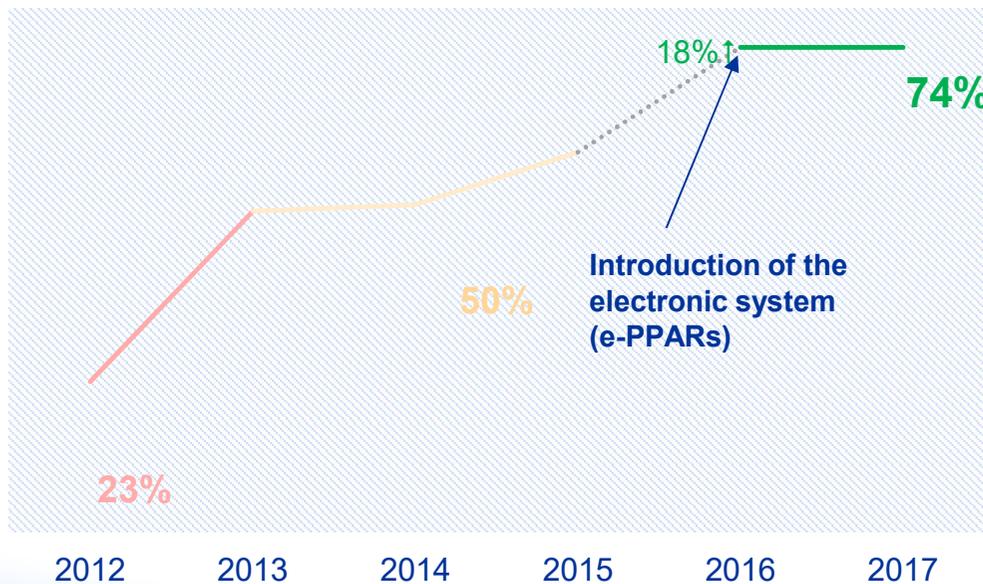
Steer the project, enhance project monitoring and management processes, efficiently respond to challenges



Enhance knowledge management, ensure continuous learning and improvement of the TC Programme

Milestones in PPAR submission

Submission rate*



- 2012** PPARs are launched in Word format
- 2012-14** Mandatory submission of PPARs twice a year
- 2014** Mandatory submission changed to only once per year
- 2016** Development of the e-PPAR on TC Reports platform
- 2017** Pilot e-PPAR version implemented for 2016 reports
- 2018** e-PPAR system successfully used for 2017 reports

* Submission rate is calculated as a percentage of submitted reports from all the reports due in each reporting year

User experience*

*based on on-line survey
conducted in 2016



 90%

90% of surveyed users found **visual layout** of the e-PPARs to be **good**

 84%

84% of surveyed users believe that information in e-PPARs is **well-organized**

 1 hour

It takes **one hour** on average for the counterpart to complete the e-PPAR

 86%

86% of surveyed uses have rated the outline of e-PPARs as **user friendly**

How is the e-PPAR initiated each year?

- PMO accesses TC-Reports, selects projects from their portfolio that require an e-PPAR and clicks “Request PPAR”
- A reporting form is generated with the project data pre-filled. The data comes from the PCMF database and cannot be edited
- PMO clicks “Send to CP”, and e-mail is generated with the link to **access the e-PPAR**
- The e-mail is automatically copied to the NLO

e-PPAR process initiation – CP actions

The Counterpart (CP) receives an email with a link to access the report (1). CP clicks on the link provided in the email and is directed to the **Nucleus log-in page (2)**. CP introduces the Nucleus Name and Password to access the e-PPAR form

If you have forgotten your password, use the **password recovery form (3)**, and if you have any further issues with log in or any other queries related to Nucleus, please use the **Contact form accessible via “Contact Us” link (4)**



1

Please [click this link](#) to open the report (you will first be redirected to the Agency's Nucleus login page), fill in sections 1 to 5

2

IAEA.org NUCLEUS

For Nuclear Knowledge And Information

Sign in

Need help to sign in?

Username:

Username

Password:

Password

Did you forget your username or password?

Sign in

Users with a NOMAD/SecurID token, sign in here.

NUCLEUS Portal (NUCLEUS)

Please enter your username and password to sign in to NUCLEUS.

If you have forgotten your password or username, please go to Did you forget your username or password?

Not yet a registered user? Please first Register here

If you have any further queries, please Contact Us.

3

IAEA.org NUCLEUS

For Nuclear Knowledge And Information

Search NUCLEUS

Register Sign In

Reset Password

Please complete the information below to reset your NUCLEUS password.
After successful submission of below form, you will receive an email with a link to set new password.

Email address:*

Enter characters shown in the image:*

Can't read this? Load a new image

No spaces

Cancel Submit

4

IAEA.org NUCLEUS

For Nuclear Knowledge And Information

Search NUCLEUS

Register Sign In

* Required Information

First Name:*

Last Name:*

Email:*

Phone:

Topic:*

Message:*

(Max. 1000 Characters)

Send Message

Section 1: Basic information

After the valid Nucleus credentials are introduced, the e-PPAR form becomes available

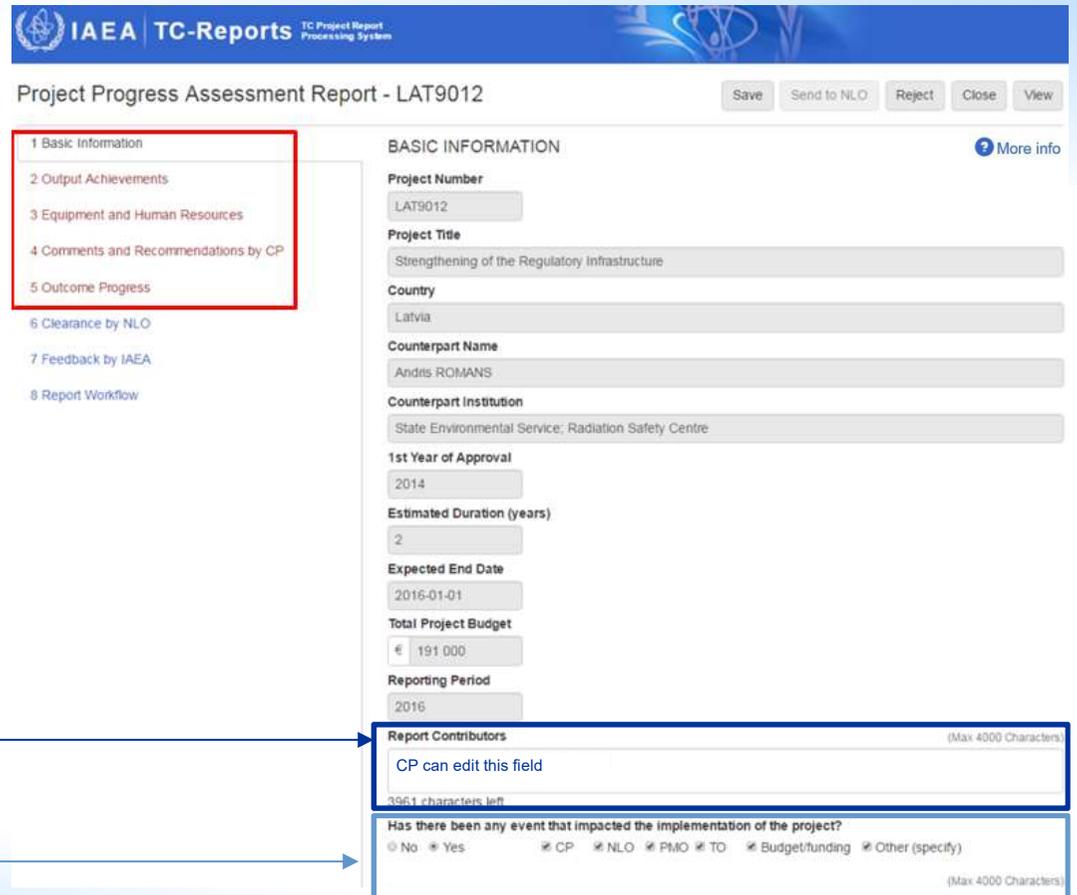
Note that **the sections of the report that are yet to be completed are marked with red**

STEP 1.

In the field **Report Contributors** list **all project team members (names and team roles)** who have contributed to the preparation of the report.

STEP 2.

Under the heading **Has there been any event that impacted the implementation of the project?** select Yes or No. If Yes is selected, tick the relevant box(es)



IAEA TC-Reports TC Project Report Processing System

Project Progress Assessment Report - LAT9012

Save Send to NLO Reject Close View

1 Basic Information
2 Output Achievements
3 Equipment and Human Resources
4 Comments and Recommendations by CP
5 Outcome Progress
6 Clearance by NLO
7 Feedback by IAEA
8 Report Workflow

BASIC INFORMATION [More info](#)

Project Number
LAT9012

Project Title
Strengthening of the Regulatory Infrastructure

Country
Latvia

Counterpart Name
Andris ROMANS

Counterpart Institution
State Environmental Service: Radiation Safety Centre

1st Year of Approval
2014

Estimated Duration (years)
2

Expected End Date
2016-01-01

Total Project Budget
€ 191 000

Reporting Period
2016

Report Contributors (Max 4000 Characters)
CP can edit this field
3951 characters left

Has there been any event that impacted the implementation of the project?
 No Yes CP NLO PMO TO Budget/funding Other (specify)
(Max 4000 Characters)

Section 2: Output Achievement

STEP 1

- For each individual output **select one applicable progress status**
- Selected status should reflect the progress made as of the time when report is being prepared.
- When ranking output progress status, **compare the current progress with the planned one**
- If there were **ANY changes in output and/or indicator statements**, reflect those changes in detail, provide comprehensive explanation why these changes occurred and provide ratings relevant to the changed output and/or indicator statements

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OUTPUT ACHIEVEMENTS [More info](#)

Output
01 - Project Management Team Operational

Indicator
Project Management Team established the end of project (month 3).

Completed On Schedule Delayed Other (specify) (Max 4000 Characters)

4000 characters left

Output
02 - Physicist trained in fundamental Nuclear physics experiments

Indicator
Physicist trained by end of project (month 12).

Completed On Schedule Delayed Other (specify) (Max 4000 Characters)

4000 characters left

Output
03 - Establishment of Nuclear Physics introductory laboratory for students at the physics department

Indicator
Experimental equipment installed by project (month 18)

Completed On Schedule Delayed Other (specify) (Max 4000 Characters)

4000 characters left

Section 2: Output Achievement – How to rate progress?



Output progress status Criteria



Completed

- The indicator target for the output has been reached
- The means of verification (MoV) are available
- All planned inputs have been provided and activities are implemented successfully and timely
- The output is fully realised and contributes directly to the achievement of the project outcome



On schedule

- All planned inputs that should have been provided by the time of the report preparation and activities that should have been implemented are successfully and timely provided and implemented
- There is a steady implementation progress that would allow to reach the indicator target and complete the output on time as initially planned in the project design



Delayed

- Some or all the relevant inputs and activities are delayed, the timeline of the implementation is not being met



Other

- If none of the above statuses are applicable, select the Other and provide detailed comments below describing the situation

Section 2: Output Achievement

STEP 2

- In the comments section below **provide supporting information aligned with the selected rating**. Justify the selected progress status for each output.

1 Basic Information

2 Output Achievements

3 Equipment and Human Resources

4 Comments and Recommendations by CP

5 Outcome Progress

6 Clearance by NLO

7 Feedback by IAEA

8 Report Workflow

OUTPUT ACHIEVEMENTS [More info](#)

Output

01 - Project Management Team Operational

Indicator

Project Management Team established the end of project (month 3).

Completed On Schedule Delayed Other (specify) (Max: 4000 Characters)

CP can edit this field

4000 characters left

Output

02 - Physicist trained in fundamental Nuclear physics experiments

Indicator

Physicist trained by end of project (month 12).

Completed On Schedule Delayed Other (specify) (Max: 4000 Characters)

4000 characters left

Output

03 - Establishment of Nuclear Physics introductory laboratory for students at the physics department

Indicator

Experimental equipment installed by project (month 18)

Completed On Schedule Delayed Other (specify) (Max: 4000 Characters)

4000 characters left

Section 2: Output Achievement – How to provide supporting information and comments?



Progress status

Reporting guidelines



Completed

Indicator: describe how the indicator target was met and specify which means of verification are available

Equipment: How useful (adequate and important) was the equipment obtained? How this equipment is operationalised and used?

Institutional capacity: How does the completed output contribute to the improvement of institutional capacity?

Human resources and knowledge transfer: How useful and meaningful were knowledge and expertise gained through the output completion and how do they translate into the institutional capacity enhancement?

Gender equality: To what extent does the completed output benefit both genders?



On schedule

Progress made: describe main milestones in the progress made so far (related to the indicator!)

Planned actions: describe activities that are planned for the future

Output achievement against timeframe: describe how implemented and planned activities will allow the output to be achieved on time



Delayed

Delays and implementation obstacles: describe all the events, changes, externalities and situations that have resulted in the delay, provide an estimated deviation from the initial timeline of implementation, provide a detailed account of the taken and/or planned measures to address the delay



Other

Provide a detailed account of the situation, identify key challenges and describe the steps that have been or will be taken to address them



Good example – Output Achievement

Output:	01 - Project Management Team Operational
Indicator:	1.1. Team members taking stirring the project and actively providing inputs
Indicator:	3.2. Integration into international marine pollution and conservation networks effectuated
Rating:	Completed
Comments:	Indicator 1.1: Project Execution Team was established in the 1st quarter of 2016. The project execution team is composed of members of the Faculty of Science and Technology of the University. Additionally, it has representation from the Department of the Environment. The team meets at least once every three months to set overall project direction and strategies to ensure that the project objectives are met. Indicator 3.2: Participation in relevant regional activities was fruitful. Project team members have participated in training courses and coordinating meetings organised by IAEA within interregional projects.
Output:	02 - Laboratory capabilities for studying and monitoring marine pollutants at the National University are developed
Indicator:	2.1. Equipment using nuclear technology is installed and operationalised by the end of the project
Indicator:	2.2. At least 50% of the faculty members involved in current marine pollution research methodologies are trained by the end of the project
Indicator:	2.3. 100% of the protocols and operating procedures for marine pollution research and monitoring are established by the end of the project
Rating:	Delayed
Comments:	The delay as compared to the original schedule results from the delay in equipment procurement and installation, which was originally planned for the Q1 2017. Following the consultations with the TO, the current progress was evaluated and the timeframe adjusted – equipment is expected to be delivered and operationalised by the end of 2017. The focus now is completing the protocols and operating procedures.
Output:	03 - Scientific collaboration in marine pollution established
Indicator:	3.1. At least 4 stakeholders sign non-binding agreement documents to collaborate by 2018
Indicator:	3.2. The lab participates with published data in at least one international marine pollution and conservation network by the end of the project
Rating:	On Schedule
Comments:	Indicator 3.1: Collaboration with two (The Department of the Environment and the Coastal Zone Management Authority and Institute) of the stakeholders of the project was established. Negotiations are underway with two other institutions to establish collaboration by the end of 2018. Indicator 3.2: Funds have been received, data will start being gathered after the equipment is received and operationalised

Section 3: Equipment and Human Resources

- This section is intended to provide an account of **all planned inputs implemented within the current reporting period** and their **contribution towards the achievement of the respective project outputs**.
- When rating the Equipment and Human Resources components, answer the following guiding question: **“How valuable was a particular input in advancing the progress in achieving project outcome(s)?”**

STEP 1

- For each individual Equipment and Human Resources component select one applicable rating

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EQUIPMENT AND HUMAN RESOURCES

Rate overall contribution towards achievement of project Outputs: Procurement and Human Resources [More info](#)

Equipment (EQ) / Sub-Contract (SC) Not Applicable Very Good Good Fair Poor (Max 4000 Characters)
4000 characters left

Expert Mission (EM) Not Applicable Very Good Good Fair Poor (Max 4000 Characters)
4000 characters left

Fellowship (FF) Not Applicable Very Good Good Fair Poor (Max 4000 Characters)
4000 characters left

Scientific Visits (SV) Not Applicable Very Good Good Fair Poor (Max 4000 Characters)
4000 characters left

National Training Courses (TC) Not Applicable Very Good Good Fair Poor (Max 4000 Characters)
4000 characters left

Meetings (MT) / Workshops (Ws) Not Applicable Very Good Good Fair Poor (Max 4000 Characters)
4000 characters left

Section 3: Equipment and Human Resources – how to assign rating to EHR components?



Very good



Good



Fair



Poor



Not applicable



Relevance and quality

An input fully meets the needs identified in the project design, is highly relevant for the scope of the project and is of an outstanding quality

An input meets the needs identified in the project design, is relevant for the scope of the project and is of a high quality

An input partially meets the needs identified in the project design and is fair in terms of quality

An input does not meet the needs identified in the project design and/or poor in terms of quality



Timeline

An input is implemented on time without any delays and / or obstacles

An input is implemented on time with minor delays and / or obstacles

An input implementation faced major obstacles, but was completed on time

An input implementation was delayed or hindered

An input implementation was not planned for the current reporting period



Contribution to project outputs achievement

An input is directly translated into output progress advancement, its contribution fully meets the assumptions of the project design

An input contributed towards output progress advancement, its contribution meets the assumptions of the project design

An input partially contributed towards progress advancement, its contribution fails to meet project the design assumptions in full

An input provided little or no contribution towards output progress advancement and / or its contribution does not meet the project design assumptions

Section 3: Equipment and Human Resources

STEP 2

- In the comments section provide supporting information.
- Justify the selected rating for each Equipment and Human Resources component
- Where “Not applicable” is selected confirm that **the project design does not provide for the particular input category within the current reporting period**

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EQUIPMENT AND HUMAN RESOURCES [More info](#)

Rate overall contribution towards achievement of project Outputs: Procurement and Human Resources

Equipment (EQ) / Sub-Contract (SC)

Not Applicable Very Good Good Fair Poor (Max 4000 Characters)

CP can edit this field
4000 characters left

Expert Mission (EM)

Not Applicable Very Good Good Fair Poor (Max 4000 Characters)

CP can edit this field
4000 characters left

Fellowship (FE)

Not Applicable Very Good Good Fair Poor (Max 4000 Characters)

CP can edit this field
4000 characters left

Scientific Visits (SV)

Not Applicable Very Good Good Fair Poor (Max 4000 Characters)

CP can edit this field
4000 characters left

National Training Courses (TC)

Not Applicable Very Good Good Fair Poor (Max 4000 Characters)

CP can edit this field
4000 characters left

Meetings (MT) / Workshops (Ws)

Not Applicable Very Good Good Fair Poor (Max 4000 Characters)

CP can edit this field
4000 characters left

Section 3: Equipment and Human Resources – how to provide supporting information and comments for EHR components?

Type of EHR component

Reporting guidelines



EQ / SC

- Is the procured EQ on schedule as regards delivery/ custom clearance/ installation-commissioning/ utilisation?
- If not, what is being done to overcome difficulties?



EM

- How did/ will the technical guidance received during/after EMs help improve capabilities of the CP institution?



FE / SV

- How did/ will the training received through FEs/ SVs support the establishment of new services and/ or enhancement of the existing ones?
- How did/ will the training received through FEs/ SVs address the knowledge gap identified in the project design?
- Have the fellows returned to their home country? Are they employed?



NTC /
MT / WS

- Was/will the knowledge and experience gained by TC/ WS participants shared/ be shared among colleagues to enhance institutional performance?
- How was/ will this done/ be done? How did / will the knowledge / skills acquired help improve the capability of the CP institution?

Good example – Equipment and Human Resources



**Equipment (EQ) / Sub-Contract (SC)
Rating:**

Very good

Comments:

Most of the equipment required for cell culture, vaccine production and viral disease diagnostics has reached the facility. Procurement orders for other equipment have been issued according to the timeframe

Expert Mission (EM) Rating:

Not Applicable

Comments:

Expert mission was postponed and is scheduled to occur when the basic facility becomes operational

Fellowship (FE) Rating:

Very Good

Comments:

Two fellowships related to core activities of vaccine production and diagnosis were completed in 2017. A 12-week fellowship on production of viral vaccines (16-Jan-2017 to 7-Apr-2017). A fellowship of 8 weeks on development of Lateral flow devices (LFDs) starting from October 20, 2017.

Scientific Visits (SV) Rating:

Not applicable

Comments:

Not planned for the period under review

National Training Courses (TC) Rating

Very good

Comments:

A national training course "Diagnosis of Viral Diseases" was conducted on 19-21 Sept. 2017. A total of 24 participants attended the training course.

Meetings (MT) / Workshops (Ws) Rating:

Not applicable

Comments:

Not planned for the period under review

Section 4: Comments and Recommendations by CP

Support received from the Agency

STEP 1

- Under the heading Rate the support received from the Agency select one applicable rating.
- You are expected to express your true opinion on the support received in the context of the project implementation

STEP 2

- In the comments section below provide supporting information. Justify the selected rating for the Support received from the IAEA. Comments should be aligned with the rating given.

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COMMENTS AND RECOMMENDATIONS BY CP [More info](#)

Rating by CP

Rate the project progress and provide explanation
 Very Good Good Fair Poor Very Poor (Max 4000 Characters)

CP can edit this field
4000 characters left

Rate the support received from the Agency
 Very Good Good Fair Poor Very Poor (Max 4000 Characters)

4000 characters left

Section 4: Comments and Recommendations by CP

Lessons learned

What are “lessons learned”?

- Lessons learned refer to both **positive and negative experiences of a project that can be generalised and used by others**
- Lessons learned **highlight strengths, weaknesses, successes and failures in design and implementation**
- Lessons learned is an invaluable management and knowledge sharing tool.

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COMMENTS AND RECOMMENDATIONS BY CP [More info](#)

Rating by CP

Rate the project progress and provide explanation
 Very Good Good Fair Poor Very Poor (Max 4000 Characters)

4000 characters left

Rate the support received from the Agency
 Very Good Good Fair Poor Very Poor (Max 4000 Characters)

4000 characters left

Lessons Learned (if any) (Max 4000 Characters)

CP can edit this field

4000 characters left



Section 4: Comments and Recommendations by CP

Recommendations

Under each heading leave your feedback for the respective addressees. Use this section of the report for suggestions, recommendations and any other relevant information you would like to communicate to the PMO/TO/NLO or to any other person

Under the heading “Recommendations (if any) to others” specify the addressee and then leave your comments

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COMMENTS AND RECOMMENDATIONS BY CP [More info](#)

Rating by CP
Rate the project progress and provide explanation
 Very Good Good Fair Poor Very Poor (Max 4000 Characters)
4000 characters left

Rate the support received from the Agency
 Very Good Good Fair Poor Very Poor (Max 4000 Characters)
4000 characters left

Lessons Learned (if any) (Max 4000 Characters)
4000 characters left

Recommendations (if any) to PMO (Max 4000 Characters)
CP can edit this field
4000 characters left

Recommendations (if any) to Technical Officer(s) (Max 4000 Characters)
CP can edit this field
4000 characters left

Recommendations (if any) to NLO (Max 4000 Characters)
CP can edit this field
4000 characters left

Recommendations (if any) to others : [CP can edit this field](#) (Max 4000 Characters)
CP can edit this field
4000 characters left

Section 5: Outcome Progress

STEP 1

Under the heading Outcome select one applicable progress status. Selected status should reflect the progress made as of the time when report is being prepared

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OUTCOME PROGRESS ? More info

Outcome

Improved quality of care for cancer patients in Botswana

Indicator

Radiotherapy services offered in public hospital from 2018 onward

Achieved
 To be achieved as planned
 Delayed
 Other (specify)
 (Max 4000 Characters)

4000 characters left

Outcome progress

Criteria

	Achieved	<p>The project outcome is achieved if all of the following conditions are met: all the outputs are completed and the targets for each output indicator are reached; and the outcome indicator target is reached.</p> <p>Ensure that:</p> <ul style="list-style-type: none"> The outcome indicator target is reached There are evidence and documentation (means of verification) available to confirm this statement
	To be achieved as planned	<p>The project outcome achievement should be considered to be achieved as planned if the project is following the implementation timeline without any delays</p> <p>Ensure that:</p> <ul style="list-style-type: none"> An assertion is possible that the outcome will be achieved as planned
	Delayed	<p>The project outcome achievement should be considered delayed if project implementation timeline is not observed and the outcome indicator target will not likely be achieved as planned</p>
	Other	<p>If none of the following status statements reflect the actual situation, select Other and provide detailed account of the situation</p>

Section 5: Outcome Progress

STEP 2

- In the comments section provide supporting information
- Justify the selected progress status.
- Reflect on the outcome indicator and its value, and
 - how the indicator target has been achieved (if the status is Achieved),
 - which actions are planned to achieve the indicator target (if To be achieved as planned),
 - to what extent the project progress and the outcome indicator target achievement are delayed and what is being/ will be done to remediate this (if Delayed).
- If Other is selected, describe the situation, explain the deviation from the initial expectations and identify any events and externalities that have affected the outcome achievement

- 1 Basic Information
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OUTCOME PROGRESS [More info](#)

Outcome
Improved quality of care for cancer patients in Botswana

Indicator
Radiotherapy services offered in public hospital from 2018 onward

Achieved To be achieved as planned Delayed Other (specify) (Max 4000 Characters)

4000 characters left

Submitting the report

When all tabs are completed by the CP, the button **“Send to NLO”** is enabled and CP can click on it.

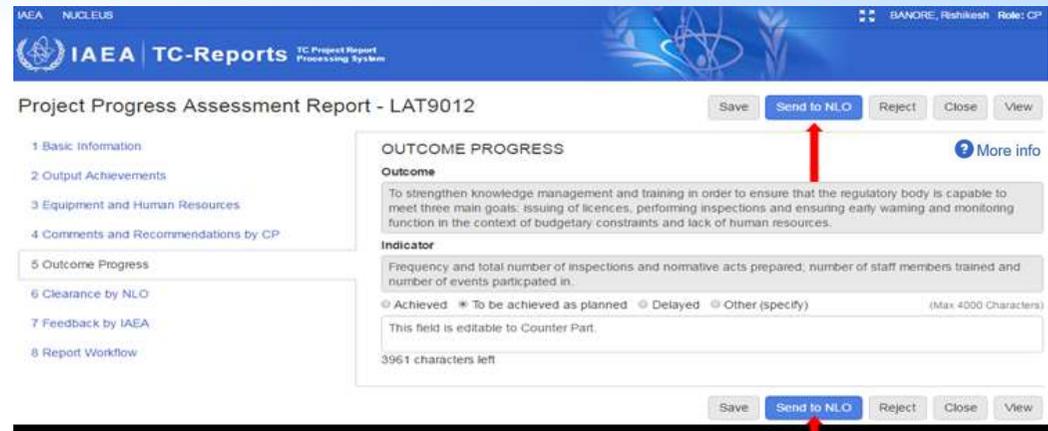
A warning message appears if not all mandatory fields are completed. The **“Send to NLO”** button will remain disabled and tabs with missing information will remain red.

After clicking YES, an email message box will appear with an area to provide additional comments. Once comments are provided, click on **“Send”** button.

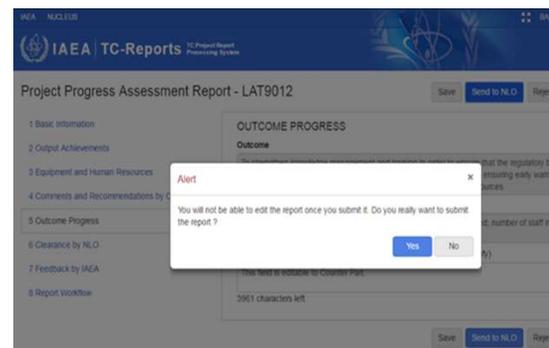
The PPAR will be sent and a notification will appear in green stating that the report is sent successfully.

The NLO will receive a notification email and the report cannot be edited anymore by the CP. If the CP needs to edit it again, then the approver has to return the report back to the CP.

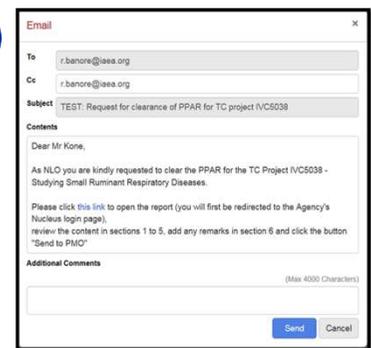
1



2



3



4



Actions for NLOs

The NLO receives an email with a link to access the report. NLO clicks on the link provided in the email and is directed to the Nucleus log-in page. NLO inserts the Nucleus Name and Password to reach the e-PPAR form. Section 6 tab will be in red which indicates that NLO is yet to complete this section.

Please click [this link](#) to open the report (you will first be redirected to the Agency's Nucleus login page)

 **IAEA TC-Reports** TC Project Report Processing System

Project Progress Assessment Report - IVC5038

[Save](#) [Clear & send to PMO](#) [Return to CP](#) [Close](#) [View](#)

- 1 Basic Information
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- 4 Comments and Recommendations by CP
- 5 Outcome Progress
- 6 Clearance by NLO**
- 7 Feedback by IAEA
- 8 Report Workflow

BASIC INFORMATION [Help](#)

Project Number
IVC5038

Project Title
Studying Small Ruminant Respiratory Diseases

Country
Cote d'Ivoire

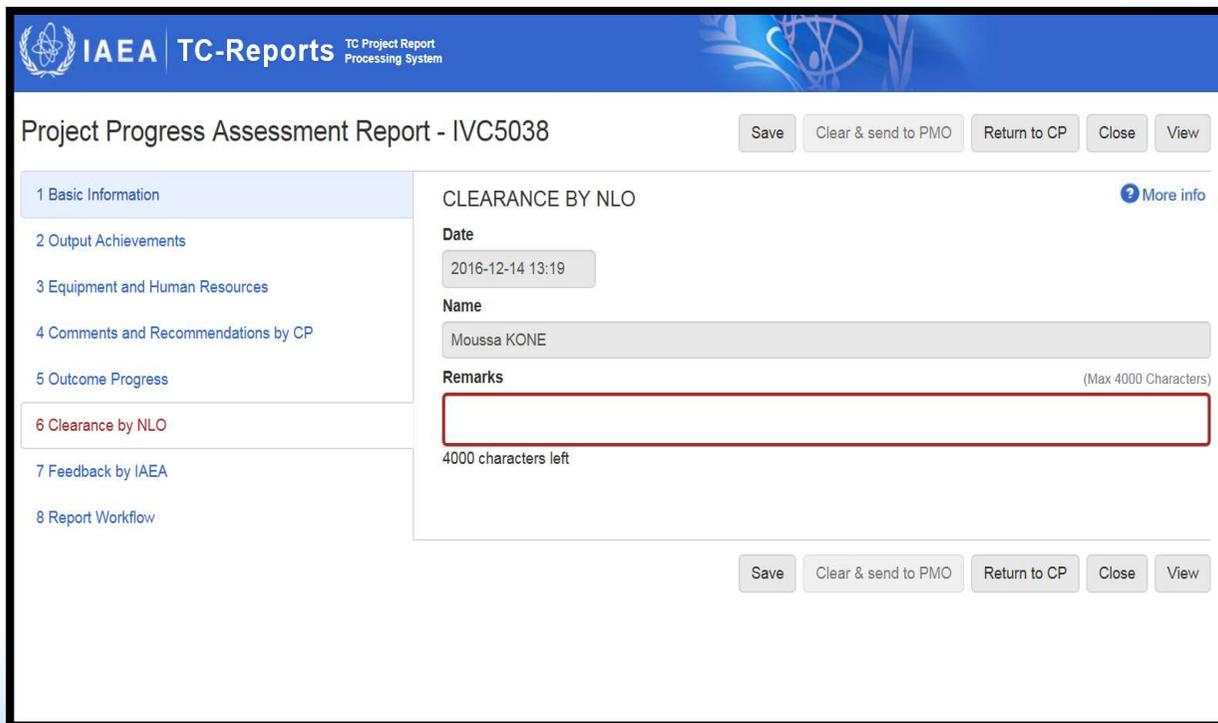
Counterpart Name
Emmanuel COUACY-HYMANN

Counterpart Institution
Laboratoire Central Vétérinaire de Bingerville

1st Year of Approval
2016

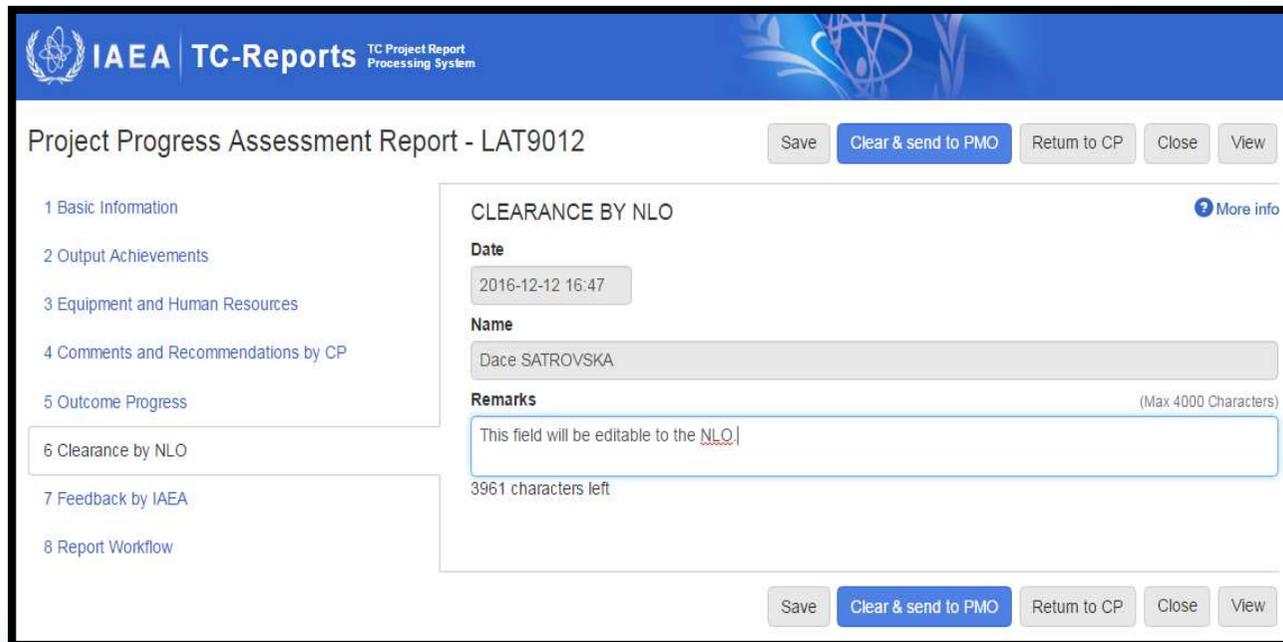
Estimated Duration (years)

NLO goes to the section 6 'Clearance by NLO'. Current Date and Time will be displayed automatically. NLO can decide to clear the report or return it back to the CP for revision.



The screenshot shows the 'Project Progress Assessment Report - IVC5038' interface. The header includes the IAEA logo and 'TC Project Report Processing System'. A navigation menu on the left lists sections 1 through 8, with '6 Clearance by NLO' highlighted in red. The main content area is titled 'CLEARANCE BY NLO' and includes a 'More info' link. It contains a 'Date' field with the value '2016-12-14 13:19', a 'Name' field with 'Moussa KONE', and a 'Remarks' text area with a red border and a character count of '4000 characters left'. At the top and bottom of the main content area are buttons for 'Save', 'Clear & send to PMO', 'Return to CP', 'Close', and 'View'.

Comments must be provided in the 'Remarks' box and the button "Clear & send to PMO" is enabled and NLO can click on it.



The screenshot shows the IAEA TC-Reports interface for a Project Progress Assessment Report (LAT9012). The header includes the IAEA logo and the text "TC Project Report Processing System". The main title is "Project Progress Assessment Report - LAT9012". On the left, there is a navigation menu with items: 1 Basic Information, 2 Output Achievements, 3 Equipment and Human Resources, 4 Comments and Recommendations by CP, 5 Outcome Progress, 6 Clearance by NLO (selected), 7 Feedback by IAEA, and 8 Report Workflow. The main content area is titled "CLEARANCE BY NLO" and includes a "More info" link. It contains a "Date" field with the value "2016-12-12 16:47", a "Name" field with the value "Dace SATROVSKA", and a "Remarks" field with the text "This field will be editable to the NLO." and a character count of "3961 characters left". At the bottom, there are buttons for "Save", "Clear & send to PMO", "Return to CP", "Close", and "View".

IAEA TC-Reports TC Project Report Processing System

Project Progress Assessment Report - LAT9012

Save Clear & send to PMO Return to CP Close View

1 Basic Information
2 Output Achievements
3 Equipment and Human Resources
4 Comments and Recommendations by CP
5 Outcome Progress
6 Clearance by NLO
7 Feedback by IAEA
8 Report Workflow

CLEARANCE BY NLO [More info](#)

Date
2016-12-12 16:47

Name
Dace SATROVSKA

Remarks (Max 4000 Characters)
This field will be editable to the NLO.
3961 characters left

Save Clear & send to PMO Return to CP Close View

After clicking YES, an email message box will appear with an area to provide additional comments. Once comments are provided, click on “Send” button.

Email ✕

To

Cc

Subject

Contents

Dear Mr Ndiath,

I have cleared the PPAR for the TC Project IVC5038 and am hereby forwarding it to you for your consideration. The PPAR can be accessed via [this link](#)

Additional Comments (Max 4000 Characters)

The PPAR will be sent and a notification will appear in green stating that the report is successfully cleared.

PMO decides to complete the reporting process and request comments from TOs by clicking the “Send To Tech Officer” button.

Project Progress Assessment Report - IVC5027

Save Send To Tech Officer Complete PPAR Return to CP Close View

1 Basic Information

2 Output Achievements

3 Equipment and Human Resources

4 Comments and Recommendations by CP

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6 Clearance by NLO

7 Feedback by IAEA

8 Report Workflow

FEEDBACK BY IAEA [More info](#)

Comments by PMO

Very Good Good Fair Poor Very Poor * (Max 4000 Characters)

4000 characters left

Abdou NDIATH 2016-12-09 10:22

TO sends the report back to the PMO. PMO clicks on the link provided in the email sent by the TO. PMO must select a rating and provide comment. The “Complete PPAR” button becomes active. By clicking on “Complete PPAR” the usual email dialog window is open with all TOs, CPs and NLO in the recipient list., .

Report - IVC5027

Save Send To Tech Officer **Complete PPAR** Return to CP Close View

FEEDBACK BY IAEA [More info](#)

Comments by PMO

Very Good Good Fair Poor Very Poor (Max 4000 Characters)

Excellent progress – keep up the great work!

3955 characters left

Abdou NDIATH 2016-12-09 10:22

By clicking the “Send” button the email is sent and a notification appears as below.

Project Progress Assessment Report - IVC5027

✔ PMO successfully completed PPAR

- 1 Basic Information
- 2 Output Achievements
- 3 Equipment and Human Resources
- 4 Comments and Recommendations by CP

FEEDBACK BY IAEA

Comments by PMO

Very Good
 Good
 Fair
 Poor
 Very Poor

An excellent report - keep up the great work!

2055 characters left

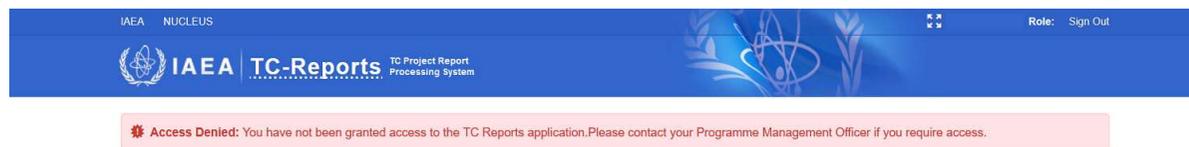
The report status is now set to completed

Cote d'Ivoire IVC5027 TCAF 2005 Monitoring of Pesticide Residues in Food Products Abdou Ndiath Pending Closure ⚙️										
Report	Date Due	Period	Requested by PMO	Requested on	Submitted by CP	Submitted on	Cleared by NLO	Cleared on	Completed by PMO/SH	Completed on
PPAR	2017-01-15	2016	Abdou NDIATH	2016-12-08 15:51	Ardjouma DEMBELE	2016-12-09 10:21	Blanche Adelaide DJETOUAN EPSE KOUASSI	2016-12-09 10:21	Abdou NDIATH	2016-12-09 10:51

Common technical issues



- To register for a Nucleus please visit the URL <https://nucleus.iaea.org/Pages/Help/Registration.aspx>. Once you have registered please send the username created and the email address associated to the account to this email address: TC-Project-Reports.Contact-Point@iaea.org along with the number of a project you are associated with. With these details we will link your account to the TC Report System.

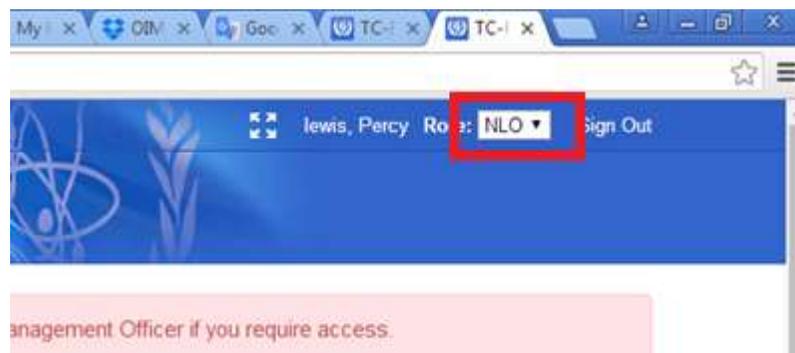


- If you have forgotten your password please visit the URL <https://nucleus.iaea.org/Pages/Help/PasswordReset.aspx>

Common technical issues



When NLO/NLA tries to clear a report, the button is not available to clear the Counterparts submission. Usually, this is because you have two roles (NLO/NLA and Counterpart). The default role selected will be counterpart, so to open the functionality you need to change role to NLO/NLA using the drop-down in the top right-hand corner of the screen.





Q&A

Thank you!

<https://tcreports.iaea.org/>

TC-Project-Reports.Contact-Point@iaea.org