

# Webinar for new NLOs and CPs





# 4

## Monitoring, Reporting and Closure of the TC Programme

Monday, 12 October 2020

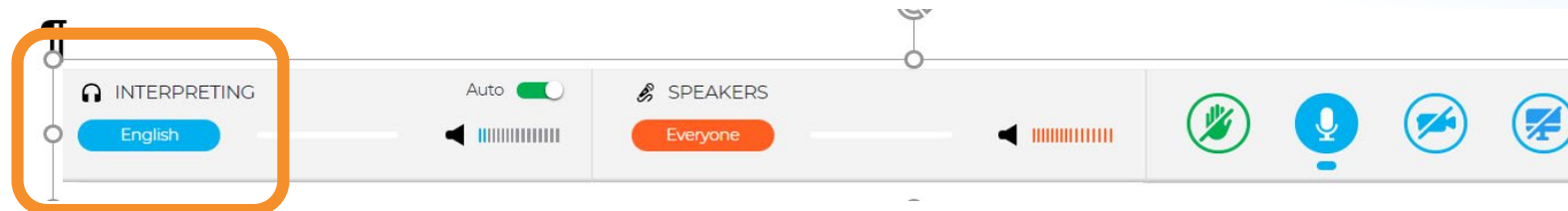


# 4

## Before we start....

- Please note that the session is provided in English with one-way interpretation into Russian

ENGLISH  
RUSSIAN



- This will be an interactive session where participants will be able/are expected to engage in various exercises
- Aside from the speakers, all participants will be muted throughout today's presentation
- If you are experiencing any technical issues, please inform us using the chat box
- Please be informed that this session will be recorded and made available on the event web page at <https://www.iaea.org/tceu-webinars/1-introductory-webinar-to-the-iaea-technical-cooperation-programme>
- Towards the end of the session we will have a Q&A section. If you have questions, please raise them through the chat box at any time during the presentation. We will try to answer as many as possible

# 4

## Session overview

1

Introductory  
Webinar on the  
IAEA Technical  
Cooperation (TC)  
Programme

2

TC Programme  
Implementation: Human  
Resource Components  
of the TC programme

3

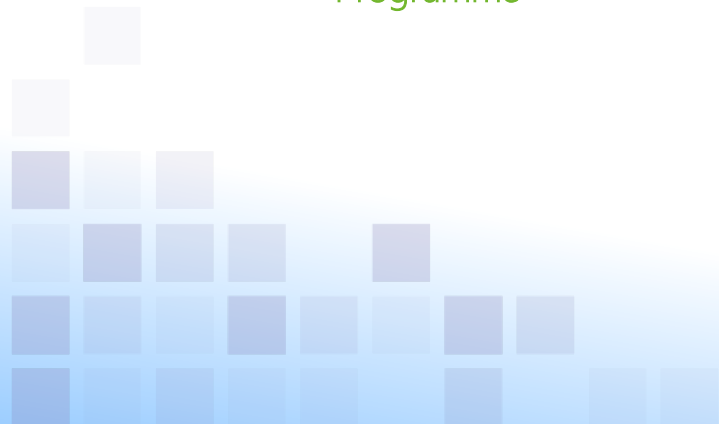
TC Programme  
Implementation:  
Procurement of  
equipment and  
Services through the  
TC Programme

4

Monitoring,  
Reporting and  
Closure the TC  
programme

5

Evaluation and  
Communication of  
the TC programme



# Session 4: Monitoring, Reporting and Closure of the TC Programme

---

# 4

## Objective of the session

### Objective:

- Get to know the IAEA and the Technical Cooperation (TC) Programme approach to M&E
- Learn how the TC Programme monitors and reports on projects progress and results
- Understand task and responsibilities in the TC Programme cycle
- Get to know the different roles of the TC project team

### Structure of the Session:

- Part I – Overview of Monitoring and Evaluation concepts
- Part II - M&E tasks and responsibilities in the TC Programme Cycle
- Part III – TC system-based tools for monitoring and reporting
- Q&A

## Presenters

### Moderator



**Emina Alic**  
Programme Management Officer  
TCEU



**Eloisa de Villalobos**  
Monitoring Officer,  
Quality Assurance Unit  
TGPC



**Christoph Samba Henrich**  
Programme Management  
Officer  
TCEU



**Valentin Veleff**  
National Liaison Assistant,  
Bulgaria



**Anna Melkumyan**  
National Liaison  
Assistant,  
Armenia



**Zoran Tešanović**  
National Liaison  
Officer,  
Bosnia and  
Herzegovina

# Part I – Overview of Monitoring and Evaluation concepts





**“What can’t be measured - can’t be controlled – can’t be managed – can’t be improved”**



# 4

## Purpose of Monitoring & Evaluation



### MONITORING

- To track progress
- To make appropriate changes when needed
- To identify risks and act upon them

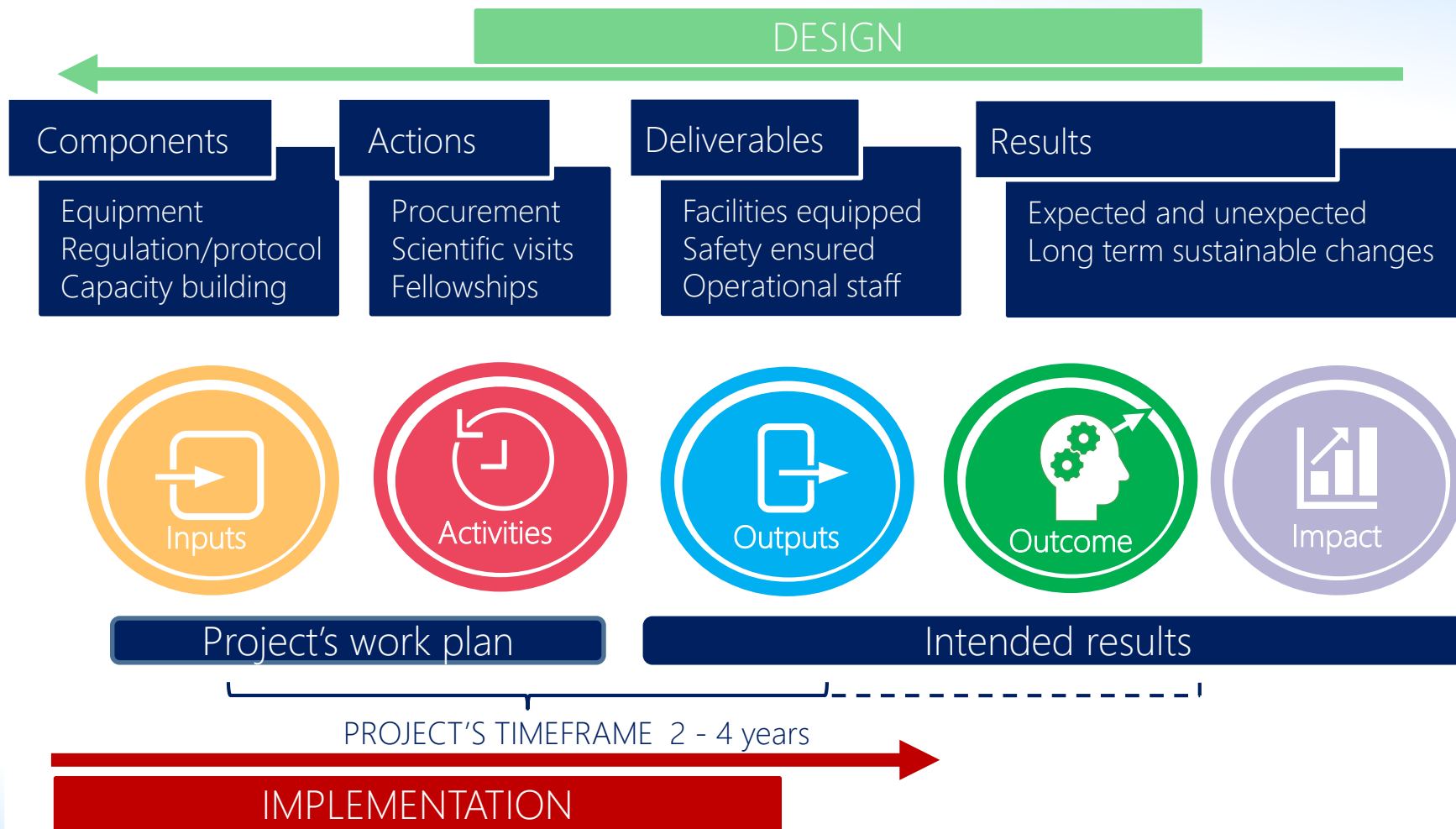
### SELF-EVALUATION

- Measure achievements
- To learn and improve
- To replicate good practice



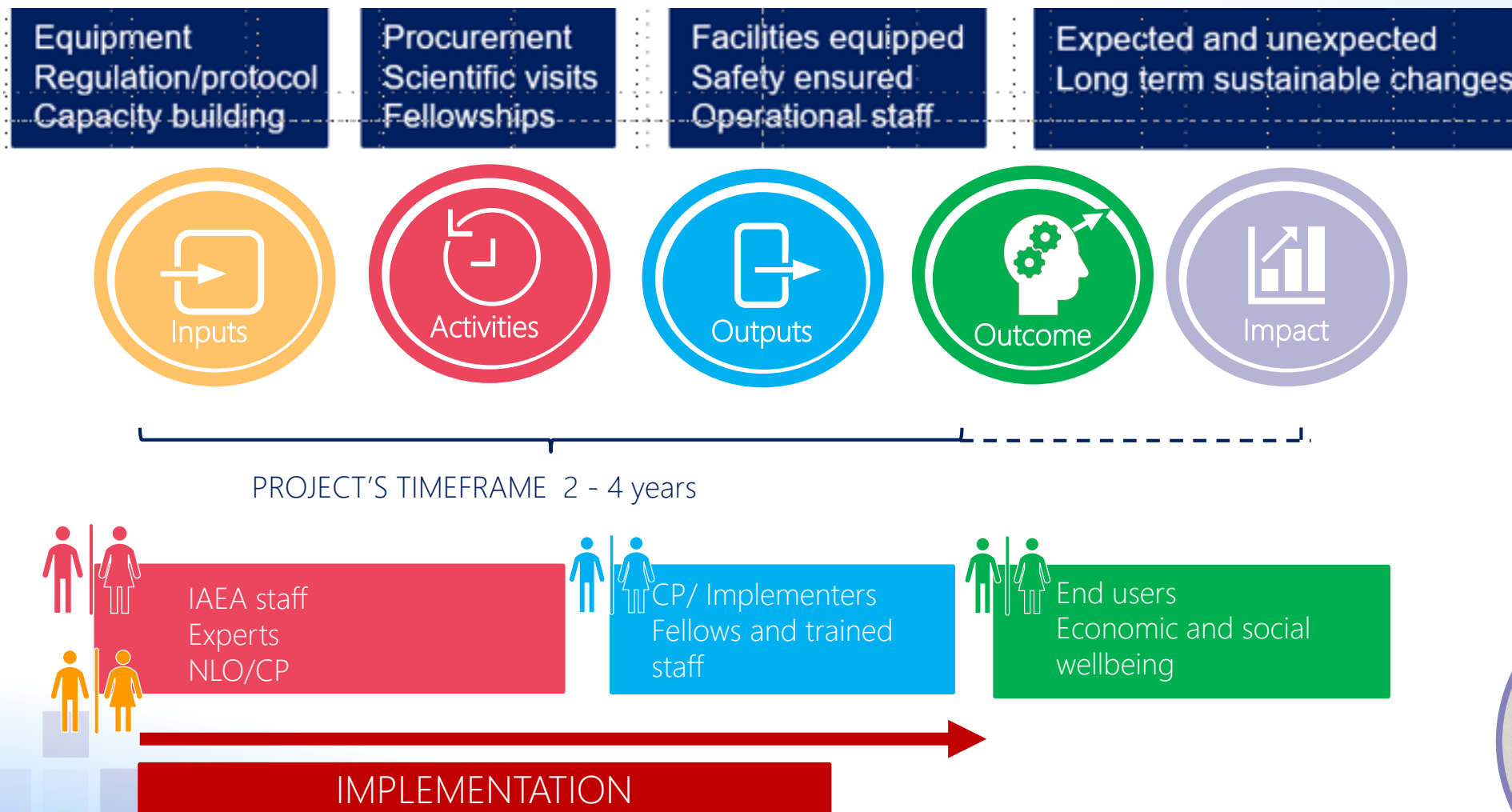
# 4

## From planning to implementation



# 4

## Results chain - Who leads the actions?



# 4

## How do we measure results?

Are we doing the right thing?

EFFECTIVENES

*Who will know?*



*What information?*

Results and impact data  
Evidence of changes  
Data triangulation

MONITORING

*Managing*

Are we doing things right?

*Who reports?*



*What information?*

Implementation rates  
Progress in the workplan  
Quality of activities/  
Outputs

*Learning*

First measure **progress** – then look at **performance & learning**

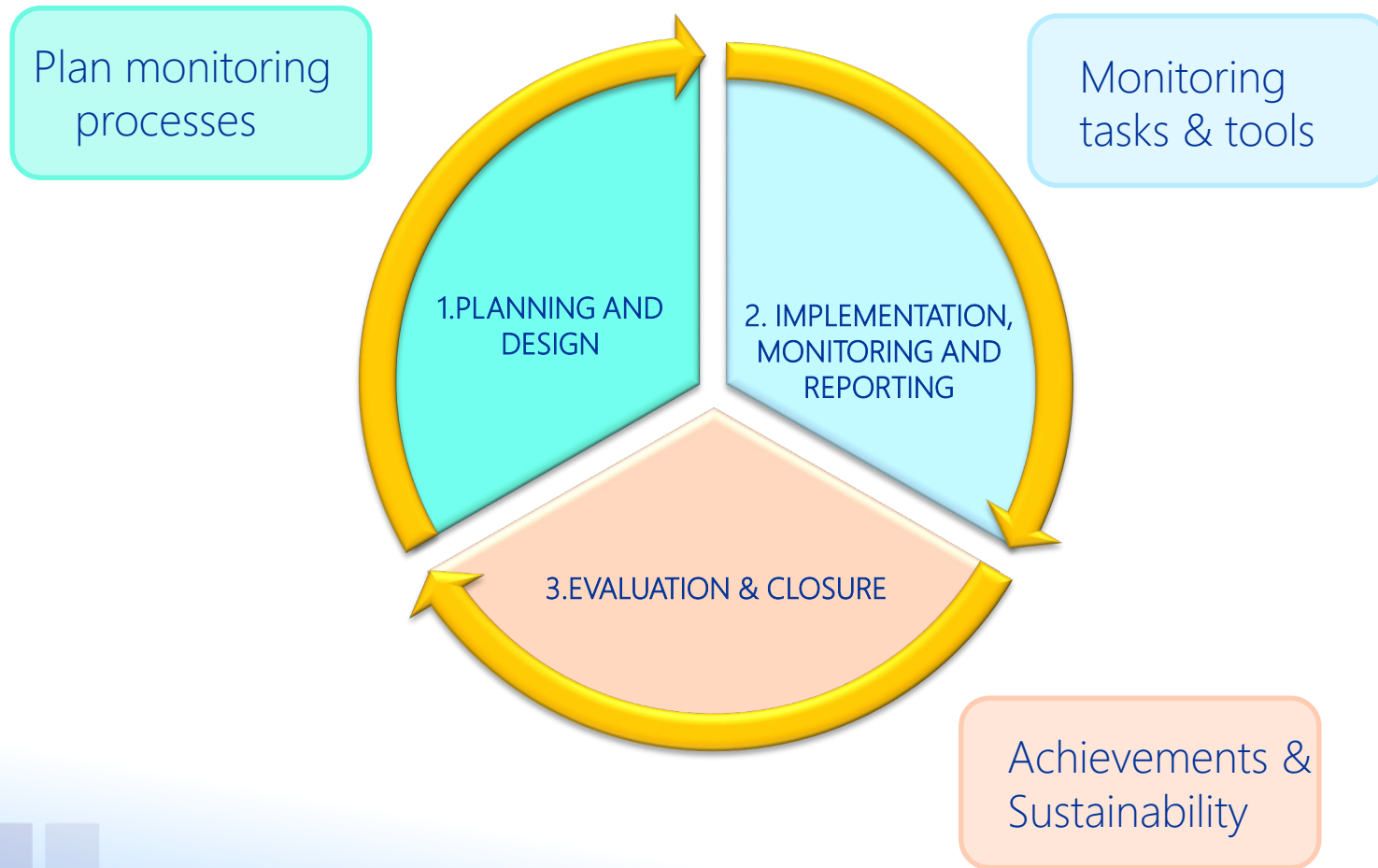


## Part II – M&E tasks and responsibilities in the TC Programme Cycle



# 4

## M&E during the project cycle



# 4

## Best practices in monitoring



- Design for results
- Pay specific attention to the setting up of baselines and targets
- Use existing statistics, databased for your means of verifications
- Involve stakeholders from early stage as they are a realistic source of information
- Manage your risks with proactivity





# 4

## Design for results



Make sure you will be able to measure your results!

For most TC projects, the LFM is the starting point for their M&E plan and systems.

Main M&E aspects to consider:

- Baselines and Targets
- Means of Verification
- Assumptions/Risk

*The Logical Framework Matrix (LFM)*

	Indicators	Baseline	Target	Means of Verification	Assumptions / Risks
Overall objective					
Outcome					
Output 1					
Output 2					



## 4

# Baseline and Targets examples

Result Narrative	Indicator	Baseline	Target
1- Improved monitoring of environmental radiation and safety	Periodic environmental radiation monitoring conducted annually	0	1
2- Increased access to quality cancer diagnosis and treatment	Proportion of annually treated and diagnosed cancer patients	low	95%
3- Increased productivity of crops due to mutation breeding	Yield of targeted crops increased by 30%	3T/ha	10% y1 20% y2 30% y3
4- Effectiveness of the national regulatory system improved	100% compliance to IAEA standards	50%	100%
5- Established physical infrastructure for gamma spectrometry	Gamma spectrometer installed and operational in dedicated laboratory	No	Yes
6- Dosimetry and radiation protection equipment in use	Number (10#) of dosimeters in use by staff	0	10
7- Qualified personnel available to perform radiotherapy services	Number of staff (15#) trained	0	5 y1 10y2 15y3



## 4

# Baseline and Targets examples

Result Narrative	Indicator	Baseline	Target
1- Improved monitoring of environmental radiation and safety	Periodic environmental radiation monitoring conducted annually <b>from 2022</b> onward	0	1
2- Increased access to quality cancer diagnosis and treatment	Proportion of annually treated and diagnosed cancer patients <b>by 2025</b>	<b>5%</b>	<b>30%</b>
3- Increased productivity of crops due to mutation breeding	Yield of targeted crops increased by 30% <b>by 2023</b>	3T/ha	10% y1 20% y2 30% y3
4- Effectiveness of the national regulatory system improved	100% compliance to IAEA standards <b>by end of 2023</b>	50%	100%
5- Established physical infrastructure for gamma spectrometry	Gamma spectrometer installed and operational in dedicated laboratory <b>by Q4 2023</b>	No	Yes
6- Dosimetry and radiation protection equipment in use	Number (10#) of dosimeters in use by staff <b>from 2019</b>	0	10
7- Qualified personnel available to perform radiotherapy services	Number of staff (15#) trained <b>by end of 2019</b>	0	5 y1 10y2 15y3



## 4

# Means of Verification

Result Narrative	Indicator	Means of verifications
1- Improved monitoring of environmental radiation and safety	Periodic environmental radiation monitoring conducted annually <b>from 2022</b> onward	Laboratory records/ Established National radiation and safety database
2- Increased access to quality cancer diagnosis and treatment	Proportion of annually treated and diagnosed cancer patients <b>by 2025</b>	Hospital records Ministry of Health National Cancer Database – GLOBOCAN
3- Increased productivity of crops due to mutation breeding	Yield of targeted crops increased by 30% <b>by 2023</b>	Field tests records National/ FAO Stats
4- Effectiveness of the national regulatory system improved	100% compliance to IAEA standards <b>by end of 2023</b>	RASIMS data
5- Established physical infrastructure for gamma spectrometry	Gamma spectrometer installed and operational in dedicated laboratory <b>by Q4 2021</b>	Hospital records



# 4

## Means of Verification (cont.)

*At design you will need to define data sources and/or gathering methods for result indicators (outputs & outcome)*

– Identify adequate information sources;



- Can you rely on existing sources of data to report progress and results?
- Who may have additional DATA?
- Are reporting schedules in alignment with TC requirements?
- Can we define targets to adapt to existing reported indicators/proxys?

– Consider using primary and secondary sources;

– Apply both quantitative and qualitative methods;

– Triangulate information sources if needed.



# 4

## Manage your risks and assumptions

*Assumptions are internal or external factors outside the control of the project team but which need to occur for the project to produce the intended results*

Then, for every output and outcome consider events that could affect project progress. Ask yourself:

Are these under the project's team control?

Is there anything the project team can do to prevent it?

Or to address it?

Or to influence it?

If not - Have a plan B



# 4

## Manage your risks



Risk management is the strategy put in place by a project to cope with the uncertain



# 4

## Manage your risks

Risk management strategy



Record for  
future learning

Risk  
Identification

Risk  
Assessment






Monitoring  
and response





# 4

## Manage your risks: lessons

- Delays in project start up caused by missing NPC's payments 
- Technical specifications causing delays in the procurement of equipment 
- Delays in duty processes 
- Difficulties in retaining trained personnel 
- Lack of resources or capacities to maintain Project investments and make results sustainable 
- Continuity of political commitment



# Part III – TC system-based tools for monitoring and reporting (overview)



# 4

## M&E in TC: tools & requirements



How do we track progress in TC?



How do we measure results?



# 4

## M&E in TC: tools & requirements



PCMF

TC Pride



Tracking implementation

PPAR

PAR



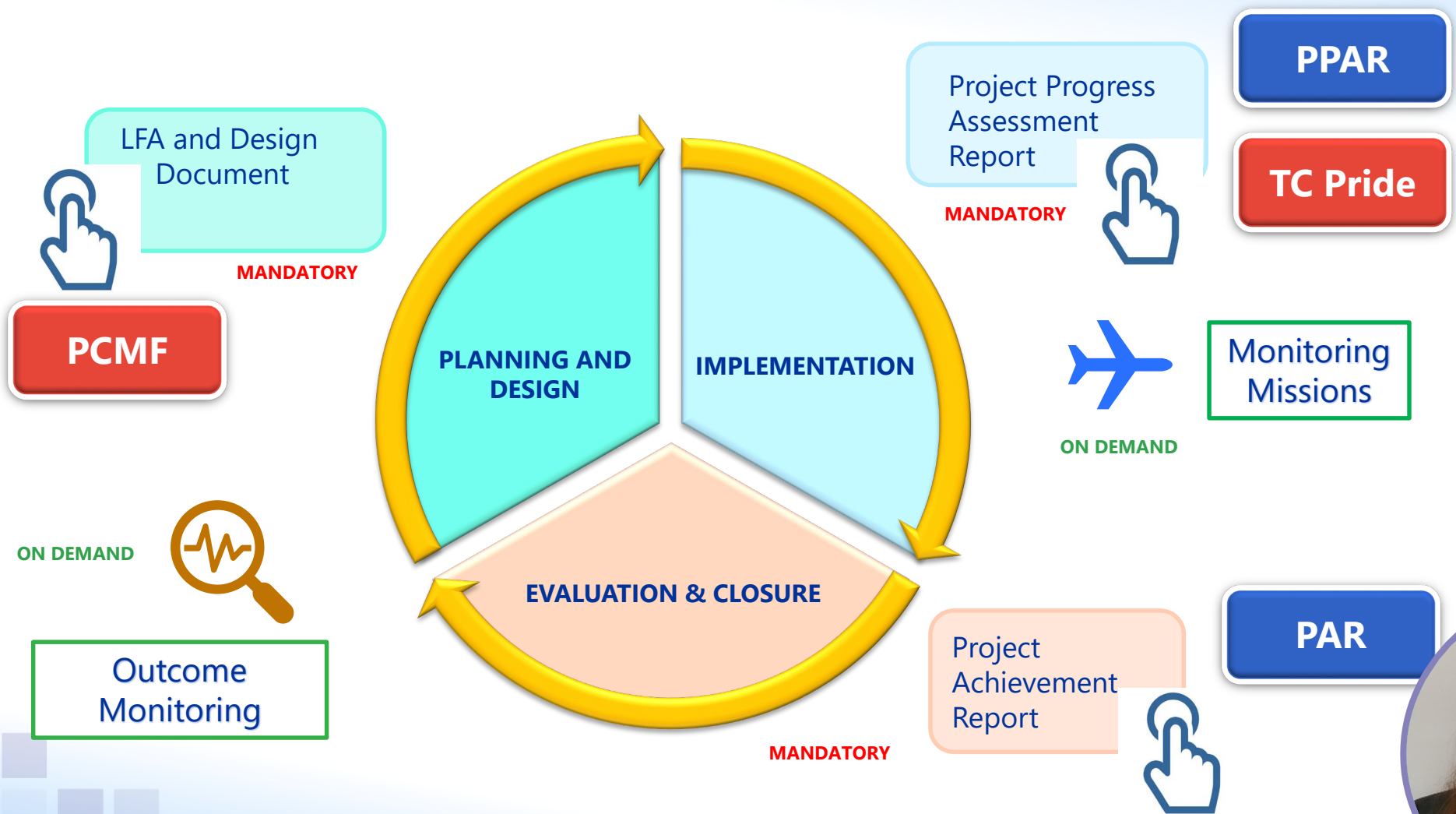
Tracking results

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

Information sources



# 4 TC systems based reporting tools



# 4

## Tools & Responsibilities in TC

1. **Project Progress Assessment Report (PPAR): MANDATORY** once a year -



CP provides the information, with contributions from the rest of the project team

2. **Field Monitoring Missions (FMMs): On demand,** during implementation



experts, with inputs from project team and local partners

3. **Self-Evaluation through Projects Achievements report (PAR): MANDATORY,** at project end - needed to close project.



PMO driven, with inputs from TO and project team.

4. **Outcome Monitoring: On demand,** after project closure



experts, with inputs from project team and local partners



## Part III – TC system-based tools for monitoring and reporting (systems walk through)



Tracking implementation of:



- A. Work Plan **activities** (how, when, where are these taking place and who benefits from it)
- B. Project **budget**: expenditures and available resources.

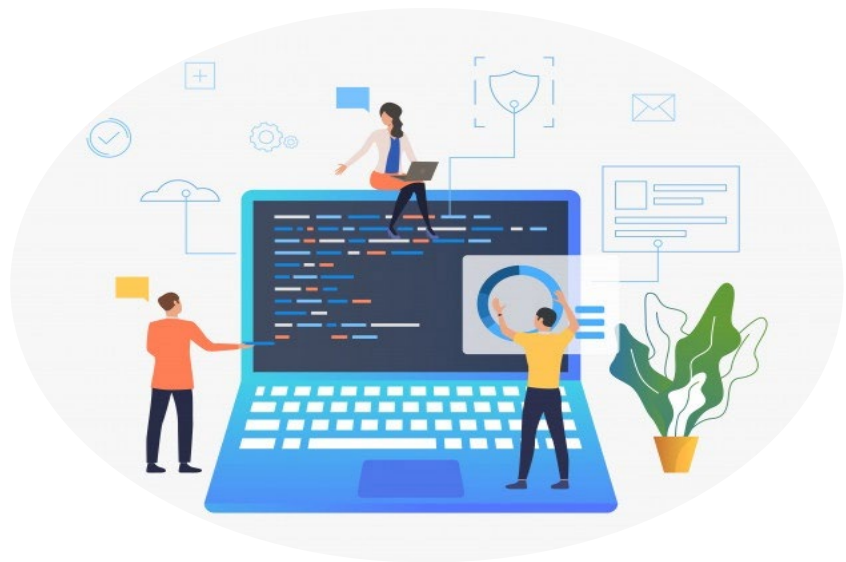




# 4

## TC-PRIDE

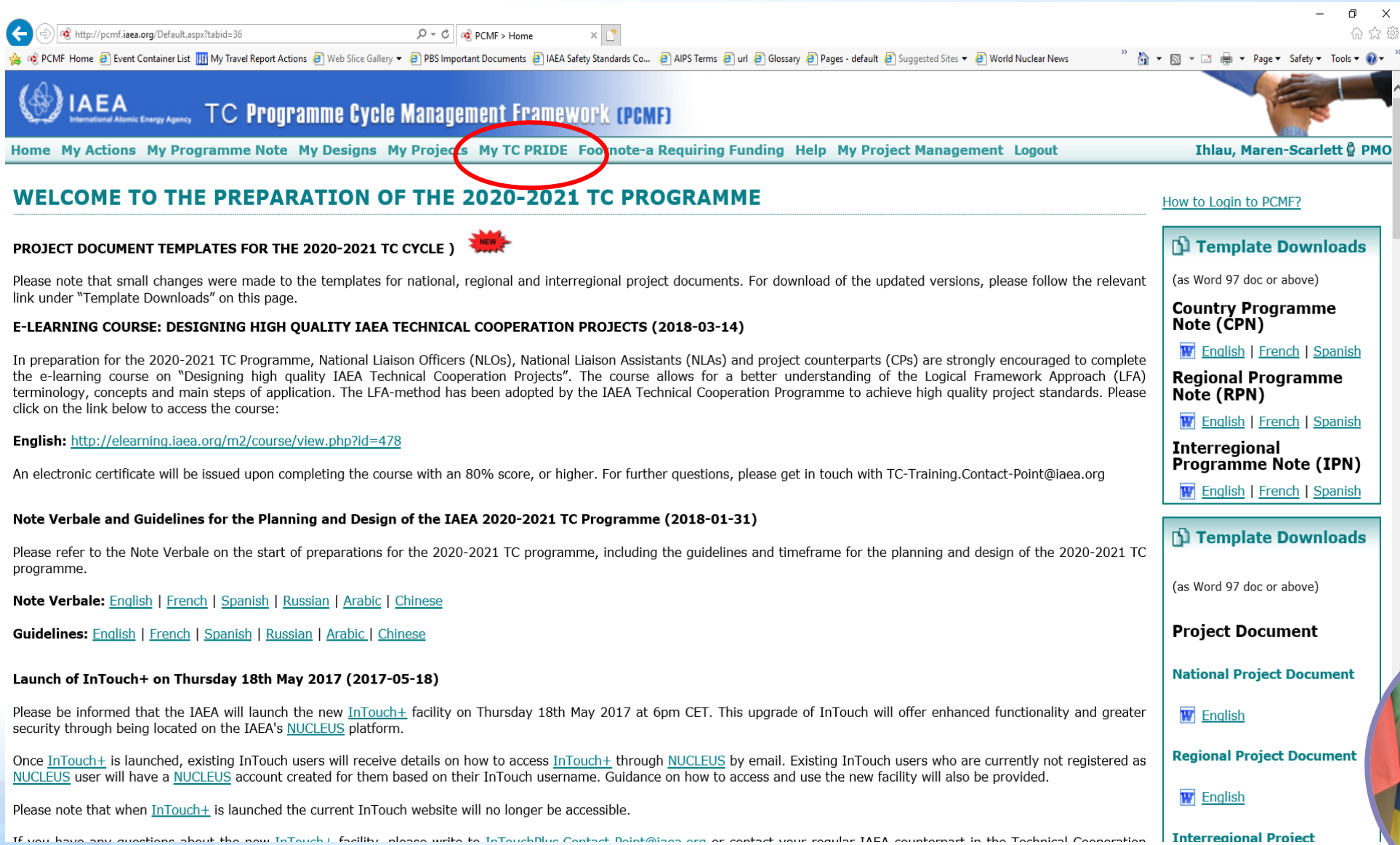
### Advantages of the platform



- A. Available 24/7
- B. All members of the project team can access the same information
- C. Possibility to generate tailored reports based on reliable and useful information



# How to access and use TC-PRIDE




http://pcmf.iaea.org/Default.aspx?tabid=36 PCMF > Home

PCMF Home Event Container List My Travel Report Actions Web Slice Gallery PBS Important Documents IAEA Safety Standards Co... AIPS Terms url Glossary Pages - default Suggested Sites World Nuclear News

IAEA International Atomic Energy Agency TC Programme Cycle Management Framework (PCMF)

Home My Actions My Programme Note My Designs My Projects **My TC PRIDE** Footnote-a Requiring Funding Help My Project Management Logout Ihlau, Maren-Scarlett PMO

## WELCOME TO THE PREPARATION OF THE 2020-2021 TC PROGRAMME

**PROJECT DOCUMENT TEMPLATES FOR THE 2020-2021 TC CYCLE )** 

Please note that small changes were made to the templates for national, regional and interregional project documents. For download of the updated versions, please follow the relevant link under "Template Downloads" on this page.

**E-LEARNING COURSE: DESIGNING HIGH QUALITY IAEA TECHNICAL COOPERATION PROJECTS (2018-03-14)**

In preparation for the 2020-2021 TC Programme, National Liaison Officers (NLOs), National Liaison Assistants (NLAs) and project counterparts (CPs) are strongly encouraged to complete the e-learning course on "Designing high quality IAEA Technical Cooperation Projects". The course allows for a better understanding of the Logical Framework Approach (LFA) terminology, concepts and main steps of application. The LFA-method has been adopted by the IAEA Technical Cooperation Programme to achieve high quality project standards. Please click on the link below to access the course:

**English:** <http://elearning.iaea.org/m2/course/view.php?id=478>

An electronic certificate will be issued upon completing the course with an 80% score, or higher. For further questions, please get in touch with [TC-Training.Contact-Point@iaea.org](mailto:TC-Training.Contact-Point@iaea.org)

**Note Verbale and Guidelines for the Planning and Design of the IAEA 2020-2021 TC Programme (2018-01-31)**

Please refer to the Note Verbale on the start of preparations for the 2020-2021 TC programme, including the guidelines and timeframe for the planning and design of the 2020-2021 TC programme.

**Note Verbale:** [English](#) | [French](#) | [Spanish](#) | [Russian](#) | [Arabic](#) | [Chinese](#)

**Guidelines:** [English](#) | [French](#) | [Spanish](#) | [Russian](#) | [Arabic](#) | [Chinese](#)

**Launch of InTouch+ on Thursday 18th May 2017 (2017-05-18)**

Please be informed that the IAEA will launch the new [InTouch+](#) facility on Thursday 18th May 2017 at 6pm CET. This upgrade of InTouch will offer enhanced functionality and greater security through being located on the IAEA's [NUCLEUS](#) platform.

Once [InTouch+](#) is launched, existing InTouch users will receive details on how to access [InTouch+](#) through [NUCLEUS](#) by email. Existing InTouch users who are currently not registered as [NUCLEUS](#) user will have a [NUCLEUS](#) account created for them based on their InTouch username. Guidance on how to access and use the new facility will also be provided.

Please note that when [InTouch+](#) is launched the current InTouch website will no longer be accessible.

If you have any questions about the new [InTouch+](#) facility, please write to [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org) or contact your regular IAEA counterpart in the Technical Cooperation

**How to Login to PCMF?**

**Template Downloads**  
(as Word 97 doc or above)

**Country Programme Note (CPN)**  
[English](#) | [French](#) | [Spanish](#)

**Regional Programme Note (RPN)**  
[English](#) | [French](#) | [Spanish](#)

**Interregional Programme Note (IPN)**  
[English](#) | [French](#) | [Spanish](#)

**Template Downloads**  
(as Word 97 doc or above)

**Project Document**

**National Project Document**  
[English](#)

**Regional Project Document**  
[English](#)

**Interregional Project**



# 4

# TC-PRIDE



The screenshot shows a web browser window with the URL <http://pcmf.iaea.org/Default.aspx?tabid=77>. The page title is "TC Programme Cycle Management Framework (PCMF)". The navigation menu includes: Home, My Actions, My Programme Note, My Designs, My Projects, My TC PRIDE, Footnote-a Requiring Funding, Help, My Project Management, and Logout. The user is identified as "Ihla, Maren-Scarlett" with a PMO role.

### Search - Project

Search Project	
Reports	<b>Search Criteria</b> Please Select
Financial Reports	Please Select
Fellowship Pyramid Report	By Country
Evaluation Reports	By Region
Lists	By Regional/Cooperative Agreement
National Liaison Officers	By Programme Management Officer
National Liaison Assistants	By Technical Officer
National Coordinators	By Dept/Div/Section of Technical Officer
TC Web Homepage	By Extrabudgetary Fund
TC Country Profile	By Field of Activity
	By TC/Oracle Project Number
	By Project Title and Objective
	By PO/PR Number

#### Projects with Unforeseen Time Extensions

(Projects approved for extension without budget impact)

**Division of Africa**  
[Click Here](#)

**Division of Asia & Pacific**  
[Click Here](#)

**Division of Europe**  
[Click Here](#)

**Division of Latin America**  
[Click Here](#)

**Interregional Projects**  
[Click Here](#)

**Unfunded Footnote-A Projects**



# 4

## SECTION 1: Project general information

### TC Project Number

RLA5077 Refresh

Oracle Project Number: 2062147

	General
1	Summary Information
	IAEA Staff
	Counterpart(s)
	Approvals & Description
	Achievements
2	Finance
	Current Year Status
	Disbursement Summary
	Human Resources
3	Experts
	Meetings/Workshops
	Fellowships
	Scientific Visits
	Training Courses
	Procurement
4	Request(RFP)
	Purchase Order
	Item Search
	Reports
5	Full Project Status
	Expert & Evaluation
	Main Menu
	Project List

### Summary Information

<b>Title:</b>	Enhancing Livelihood through Improving Water Use Efficiency Associated with Adaptation Strategies and Climate Change Mitigation in Agriculture (ARCAL CLVIII)
<b>TC Project Number:</b>	RLA5077
<b>Oracle Project Number:</b>	2062147
<b>Objectives:</b>	To improve agricultural food production in Latin-American and the Caribbean, directly linked to goals established for the region as part of the Regional Strategic Profile (PER) for the 2016-2021 period and contributing to the appropriated water management in agriculture for at least one production system.
<b>Field(s):</b>	(21) Agricultural water and soil management
<b>Agency Sub-Programme and Project Code(APC) :</b>	
<b>Original funding:</b>	Core
<b>1st year of approval:</b>	2018
<b>Estimated duration:</b>	3 year(s)
<b>Project remark(s):</b>	
<b>Project Status:</b>	Active
<b>Total budget allotted (in Euro):</b>	TCF: 705,569.97



# SECTION 1: Project general information

Browser address bar: <http://pcmf.iaea.org/Default.aspx?tabid=80&ProjectNumber=RLA5077>

Navigation menu: Home My Actions My Programme Note My Designs My Projects My TC PRIDE Footnote-a Requiring Funding Help My Project Management Logout

User: Ihlau, Maren-Scarlett PMO

## TC Project Number

RLA5077 Refresh

Oracle Project Number: 2062147

- General
- Summary Information
- IAEA Staff**
- Counterpart(s)
- Approvals & Description
- Achievements
- Finance
- Current Year Status
- Disbursement Summary
- Human Resources
- Experts
- Meetings/Workshops
- Fellowships
- Scientific Visits
- Training Courses
- Procurement
- Request(RFP)
- Purchase Order
- Item Search
- Reports

## IAEA Staff

### Technical Officer(s)

#### Ms Lee Kheng Heng

Soil and Water Management and Crop Nutrition Section  
Joint FAO/IAEA Division of Nuclear Techniques in Food and Agricu  
Department of Nuclear Sciences and Applications  
Email: L.Heng@iaea.org

Technical  
Officer (TO)

### Programme Management Officer

#### Ms Maren-Scarlett Ihlau

Latin America and the Caribbean Section 2  
Division for Latin America and the Caribbean  
Department of Technical Cooperation  
Email: S.Ihlau@iaea.org

Programme  
Management  
Officer (PMO)

### Section Head

#### Mr Saul Perez Pijuan

Latin America and the Caribbean Section 2  
Division for Latin America and the Caribbean  
Department of Technical Cooperation  
Email: S.Perez-Pijuan@iaea.org

Counterpart



# 4

## SECTION 2: Financial status



Browser address bar: <http://pcmf.iaea.org/Default.aspx?tabid=84&ProjectNumber=RLA5077>

TCPRIDE Current Year Status

PCMF Home | Event Container List | My Travel Report Actions | Web Slice Gallery | PBS Important Documents | IAEA Safety Standards Co... | AIPS Terms | url | Glossary | Pages - default | Suggested Sites | World Nuclear News

IAEA International Atomic Energy Agency TC Programme Cycle Management Framework (PCMF)

Home | My Actions | My Programme Note | My Designs | My Projects | My TC PRIDE | Footnote-a Requiring Funding | Help | My Project Management | Logout

Ihla, Maren-Scarlett PMO

### TC Project Number

RLA5077 Refresh

Oracle Project Number: 2062147

- General
- Summary Information
- IAEA Staff
- Counterpart(s)
- Approvals & Description
- Achievements
- Finance
- Current Year Status**
- Disbursement Summary
- Human Resources
- Experts
- Meetings/Workshops
- Fellowships
- Scientific Visits
- Training Courses
- Procurement
- Request(RFP)
- Purchase Order
- Item Search
- Reports

### Current Year Financial Status

#### Show Implementation Details

Award	Current Year Budget (+/- transfers)	Current Year Implementation	Funds Available	Impl. Rate
TCF	224,999.97	128,751.09	96,248.88	57.22%



Implementation rate

Available funds

Spent funds

2



## TC Project Number

RLA5077

Refresh

Oracle Project Number: 2062147

General

Summary Information

IAEA Staff

Counterpart(s)

Approvals &amp; Description

Achievements

Finance

Current Year Status

Disbursement Summary

Human Resources

Experts

Meetings/Workshops

Fellowships

Scientific Visits

Training Courses

Procurement

Request(RFP)

Purchase Order

Item Search

Reports

Full Project Status

Expert &amp; Evaluation

Main Menu

## Meetings

Show/Hide All Details

Filters:

Show All

Show All



Task 01.01.01 MT1. First coord: TC First Coordination Meeting of Project RLA5077 (Project Proposal RLA2016008)  
Field: Agr Water and Soil Management (Agr Water and Soil Management)

> Mission EVT1705155

Mission Status: Closed

Task 01.01.02 MT2. Intermediat: Mid-Term Coordination Meeting

Field: Agr Water and Soil Management (Agr Water and Soil Management)

> Mission EVT1806461

Mission Status: Closed



# 4

## SECTION 4: Procurement activities

### TC Project Number

RLA5077

Refresh

Oracle Project Number: 2062147

- General
- Summary Information
- IAEA Staff
- Counterpart(s)
- Approvals & Description
- Achievements
- Finance
- Current Year Status
- Disbursement Summary
- Human Resources
- Experts
- Meetings/Workshops
- Fellowships
- Scientific Visits
- Training Courses
- Procurement
- Request(RFP)
- Purchase Order**
- Item Search
- Reports
- Full Project Status
- Expert & Evaluation
- Main Menu
- Project List

### Purchase Order

Procurement Type Filter

Procurement type:  Equipment  Sub-Contracts  Training Courses  Others

Submit

RFP	PO Num	Procurement Type	Vendor	Status	Last Action	Buyer	Description
-----	--------	------------------	--------	--------	-------------	-------	-------------

<a href="#">66376</a>	<a href="#">201804125</a>	E	<a href="#">VWR International GmbH AUS-USA</a>	APPROVED	FINALLY CLOSE 2018-08-30	DISSANAYAKE, Mr Dineth	Laboratory supplies as per attachment:
<a href="#">66489</a>	<a href="#">201804126</a>	E	<a href="#">VWR International GmbH AUS-USA</a>	APPROVED	FINALLY CLOSE 2019-02-05	DISSANAYAKE, Mr Dineth	Laboratory supplies as per attachment:
<a href="#">66492</a>	<a href="#">201804127</a>	E	<a href="#">VWR International GmbH AUS-USA</a>	APPROVED	FINALLY CLOSE 2018-10-01	DISSANAYAKE, Mr Dineth	Laboratory Supplies for delivery to Brazil as per attachment:
<a href="#">66730</a>	<a href="#">201804128</a>	E	<a href="#">VWR International GmbH AUS-USA</a>	APPROVED	FINALLY CLOSE 2019-06-10	DISSANAYAKE, Mr Dineth	Laboratory supplies as per attachment:
<a href="#">66847</a>	<a href="#">201804130</a>	E	<a href="#">VWR International GmbH AUS-USA</a>	APPROVED	FINALLY CLOSE 2018-12-14	DISSANAYAKE, Mr Dineth	Laboratory supplies as per attachment:
	<a href="#">201807696</a>	E	<a href="#">Chemotrade Chemiehandelsgesellschaft mbH</a>	APPROVED	FINALLY CLOSE 2018-10-01	TARAH CHRISTINE SMITH	FCA charges for Ammonium Nitrate-15N, 5%
<a href="#">74910</a>	<a href="#">201810593</a>	O	<a href="#">DHL Express (Austria) GmbH</a>	APPROVED	FINALLY CLOSE 2019-11-07	LUBBAT, Ms Gena H.Y.	PANAMA Shipmen N-15
<a href="#">73021</a>	<a href="#">201810595</a>	O	<a href="#">DHL Express (Austria) GmbH</a>	APPROVED	FINALLY CLOSE 2019-11-07	GENA H.Y. LUBBAT	ARGENTINA Shipmen of N-15
<a href="#">74941</a>	<a href="#">201810596</a>	O	<a href="#">DHL Express (Austria) GmbH</a>	APPROVED	FINALLY CLOSE	LUBBAT, Ms	COSTA RICA





## TC Project Number

RLA5077

[Refresh](#)

Oracle Project Number: 2062147

General
Summary Information
IAEA Staff
Counterpart(s)
Approvals & Description
Achievements
Finance
Current Year Status
Disbursement Summary
Human Resources
Experts
Meetings/Workshops
Fellowships
Scientific Visits
Training Courses
Procurement
Request(RFP)
Purchase Order
Item Search
Reports
<b>Full Project Status</b>
Expert & Evaluation
Main Menu
Project List

## Full Project Status Report

Report Format:

Word

## Component Option

Preslect Components: [All](#) | [None](#)

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> General            | <input checked="" type="checkbox"/> Fellowships       | <input checked="" type="checkbox"/> Experts          |
| <input checked="" type="checkbox"/> Personnel          | <input checked="" type="checkbox"/> Financial         | <input checked="" type="checkbox"/> Training Courses |
| <input checked="" type="checkbox"/> Meetings/Workshops | <input checked="" type="checkbox"/> Scientific Visits | <input checked="" type="checkbox"/> Procurements     |
| <input checked="" type="checkbox"/> Institute          | <input checked="" type="checkbox"/> Reports           |  |

## Request

E-Mail Address

K.Molina-Diaz@iaea.org

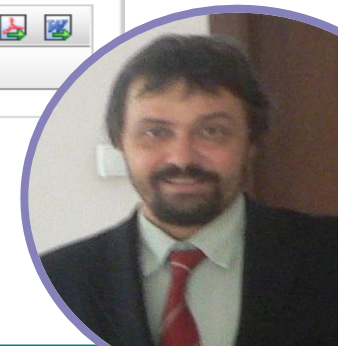
[Send Request](#)

## Waiting StatusReports

[Refresh](#)

Request Id	Criteria	Requested By	Requested Time	Current Status
------------	----------	--------------	----------------	----------------

No records to display.





## QUIZ:

### What information can you find in TC-PRIDE?

- a) Beneficiaries of fellowships and scientific visits?
- b) The Logical Framework Matrix (LFM).
- c) Project implementation rate and available funds.
- d) Purchase list of approved equipment.
- e) Designated Technical Officer and duration of the project.





## QUIZ:

### What information can you find in TC-PRIDE?

Section 3



a) Beneficiaries of fellowships and scientific visits?

Section 2



b) The Logical Framework Matrix (LFM).

Section 4



c) Project implementation rate and available funds.

Section 1



d) Purchase list of approved equipment.



e) Designated Technical Officer and duration of the project.



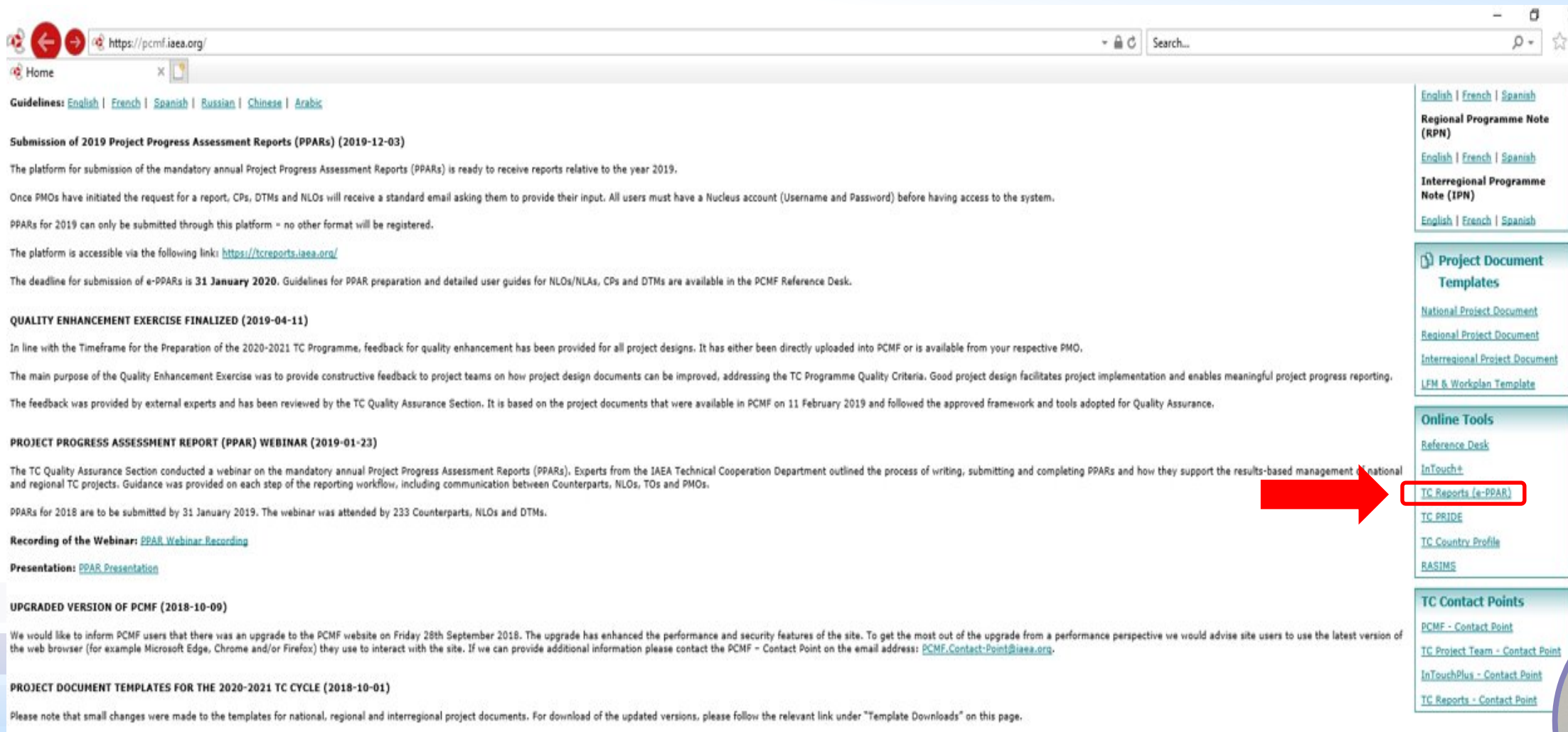
## PPAR

IAEA TC-Reports TC Project Report Processing System	
<b>Project Progress Assessment Report -CPR5022</b>	
<b>Basic Information</b>	
<b>Project Number:</b>	CPR5022
<b>Project Title:</b>	Implementing the Stable Isotope Technique for High Quality Ag
<b>Project Objective:</b>	To provide a platform to facilitate the implementation of nuclear
<b>Field of Activity:</b>	24 Food safety
<b>SDG:</b>	
<b>Country:</b>	China
<b>Counterpart Name:</b>	Gang CHEN
<b>Counterpart Institution:</b>	Chinese Academy of Agricultural Sciences (CAAS); Chinese Ac Technology for Agro-Products IQSTAP
<b>1st Year of Approval:</b>	2016
<b>Estimated Duration (years):</b>	2
<b>Expected End Date:</b>	2017-12-31
<b>Reporting Period:</b>	2017
<b>Has anything affected project implementation?</b>	No
<b>Output Progress</b>	
<b>Output:</b>	01 - Project Management Team Operational
<b>Indicator:</b>	Detailed workplan agreed and adopted at the planning meeting
<b>Output Base Line and Target:</b>	
<b>Progress Towards Target:</b>	76-80%
<b>Rating:</b>	Completed
<b>Comments on progress made:</b>	a

## PAR

IAEA TC-Reports TC Project Report Processing System	
<b>Project Achievement Report -INS9026 (In Progress) Date: 2020-07-13 10:29</b>	
<b>Project Description</b>	
<b>Project Number:</b>	INS9026
<b>Project Title:</b>	Strengthening Regulatory Capacity for Nuclear and Radiation Safety
<b>Project Objective:</b>	To further strengthen the regulatory capacity of BAPETEN in accomplishing its regulatory objectives an improvement of its regulatory effectiveness and capability.
<b>Field of Activity:</b>	11 Governmental and regulatory infrastructure for nuclear installations safety
<b>SDG:</b>	
<b>Country:</b>	Indonesia
<b>First Year of Approval:</b>	2016
<b>Abstract:</b>	all went well. great achievements
<b>Results Achieved</b>	
<b>Outputs achieved:</b>	all as planned
<b>Outcome Base Line and Target</b>	-
<b>Outcome Progress Toward Targets</b>	PPAR 2017: 31-35% PPAR 2019: 86-90%
<b>Outcome achievement:</b>	very positive
<b>Lessons Learned and Recommendations</b>	
What was learned about the project in general?	





The screenshot shows a web browser window with the URL <https://pcmf.iaea.org/>. The page content includes several news items:

- Guidelines:** [English](#) | [French](#) | [Spanish](#) | [Russian](#) | [Chinese](#) | [Arabic](#)
- Submission of 2019 Project Progress Assessment Reports (PPARs) (2019-12-03)**

The platform for submission of the mandatory annual Project Progress Assessment Reports (PPARs) is ready to receive reports relative to the year 2019.

Once PMOs have initiated the request for a report, CPs, DTMs and NLOs will receive a standard email asking them to provide their input. All users must have a Nucleus account (Username and Password) before having access to the system.

PPARs for 2019 can only be submitted through this platform - no other format will be registered.

The platform is accessible via the following link: <https://tcreports.iaea.org/>

The deadline for submission of e-PPARs is **31 January 2020**. Guidelines for PPAR preparation and detailed user guides for NLOs/NLAs, CPs and DTMs are available in the PCMF Reference Desk.
- QUALITY ENHANCEMENT EXERCISE FINALIZED (2019-04-11)**

In line with the Timeframe for the Preparation of the 2020-2021 TC Programme, feedback for quality enhancement has been provided for all project designs. It has either been directly uploaded into PCMF or is available from your respective PMO.

The main purpose of the Quality Enhancement Exercise was to provide constructive feedback to project teams on how project design documents can be improved, addressing the TC Programme Quality Criteria. Good project design facilitates project implementation and enables meaningful project progress reporting.

The feedback was provided by external experts and has been reviewed by the TC Quality Assurance Section. It is based on the project documents that were available in PCMF on 11 February 2019 and followed the approved framework and tools adopted for Quality Assurance.
- PROJECT PROGRESS ASSESSMENT REPORT (PPAR) WEBINAR (2019-01-23)**

The TC Quality Assurance Section conducted a webinar on the mandatory annual Project Progress Assessment Reports (PPARs). Experts from the IAEA Technical Cooperation Department outlined the process of writing, submitting and completing PPARs and how they support the results-based management of national and regional TC projects. Guidance was provided on each step of the reporting workflow, including communication between Counterparts, NLOs, TDs and PMOs.

PPARs for 2018 are to be submitted by 31 January 2019. The webinar was attended by 233 Counterparts, NLOs and DTMs.

**Recording of the Webinar:** [PPAR Webinar Recording](#)

**Presentation:** [PPAR Presentation](#)
- UPGRADED VERSION OF PCMF (2018-10-09)**

We would like to inform PCMF users that there was an upgrade of the PCMF website on Friday 28th September 2018. The upgrade has enhanced the performance and security features of the site. To get the most out of the upgrade from a performance perspective we would advise site users to use the latest version of the web browser (for example Microsoft Edge, Chrome and/or Firefox) they use to interact with the site. If we can provide additional information please contact the PCMF - Contact Point on the email address: [PCMF.Contact-Point@iaea.org](mailto:PCMF.Contact-Point@iaea.org).
- PROJECT DOCUMENT TEMPLATES FOR THE 2020-2021 TC CYCLE (2018-10-01)**

Please note that small changes were made to the templates for national, regional and interregional project documents. For download of the updated versions, please follow the relevant link under "Template Downloads" on this page.


The right sidebar contains the following sections:

- Language:** [English](#) | [French](#) | [Spanish](#)
- Regional Programme Note (RPN)**  
[English](#) | [French](#) | [Spanish](#)
- Interregional Programme Note (IPN)**  
[English](#) | [French](#) | [Spanish](#)
- Project Document Templates**
  - [National Project Document](#)
  - [Regional Project Document](#)
  - [Interregional Project Document](#)
  - [IPN & Workplan Template](#)
- Online Tools**
  - [Reference Desk](#)
  - [InTouch+](#)
  - TC Reports (e-PPAR)**
  - [TC PRIDE](#)
  - [TC Country Profile](#)
  - [RASIME](#)
- TC Contact Points**
  - [PCMF - Contact Point](#)
  - [TC Project Team - Contact Point](#)
  - [InTouchPlus - Contact Point](#)
  - [TC Reports - Contact Point](#)

A red arrow points from the text "national and regional TC projects" in the webinar section to the "TC Reports (e-PPAR)" link in the sidebar.



# PPAR: Project Progress Assessment Report



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

Pending Actions
 Project My Projects
Country All
1st Year All
Status All Except Closed

✕ Reports

Showing 1 to 10 of 15 projects Show 10

Country	Proj.#	Div.	1st Year	Project Title	PMO	Status	Latest PPAR Status	AR
+	12	TCAP	2016	Researching the Post Irradiation Examination Technology and Failure Mechanisms of the High Temperature Gas Reactor Spherical Fuel Element		Pending Closure	Cleared	✓
+	4	TCAP	2018	Establishing a Numerical Simulation Method for Hydrogen Explosion at a Nuclear Power Plant		Open	Submitted	
+	15	TCAP	2018	Supporting Techniques for Field Experiments in an Underground Research Laboratory and Performance Assessment of High-Level Radioactive Waste Disposal		Open	Requested	
+	0	TCAP	2012	Integrating the Sterile Insect Technique (SIT) for Area-Wide Integrated Pest Management of Tephritid Fruit Flies		Pending Closure	Requested	✓
-	2	TCAP	2016	Implementing the Stable Isotope Technique for High Quality Agro-product Traceability and Authenticity	ehu	Open	Requested	

Report	Date Due	Period	Requested by PMO	Requested on	Submitted by	Submitted on	Cleared by NLO	Cleared on	Completed by PMO/SH	Completed on
PPAR	2021-01-31	2020	Gashaw Gebeyehu Gebeyehu WOLDE	2020-05-13 17:24						
PPAR	2020-01-31	2019	Gashaw Gebeyehu Gebeyehu WOLDE	2020-05-13 17:23						
PPAR	2018-01-31	2017	Gashaw Gebeyehu Gebeyehu WOLDE	2020-05-12 15:26	Gang CHEN	2020-05-13 17:14	Ping HUANG	2020-05-13 17:15	Gashaw Gebeyehu Gebeyehu WOLDE	2020-05-13 17:22
PPAR	2017-01-	2016	Gashaw Gebeyehu Gebeyehu	2020-05-13						

The system alerts when there are pending actions for any member of the project team



# PPAR: Main features

## Main features of the platform

IFAD  
operations  
academy



Tracking progress made toward achievement of targets:  
cumulative and status

Report on the Quality of delivery of projects  
activities/components

Risk management section

Identify lessons and collect recommendations from all team  
member



# 4

## PPAR: Advantages

### Advantages of the platform

IFAD  
operations  
academy



To track the progress and achievements of the project

To identify problems & apply corrective measures in time

To request support in areas where problems are found

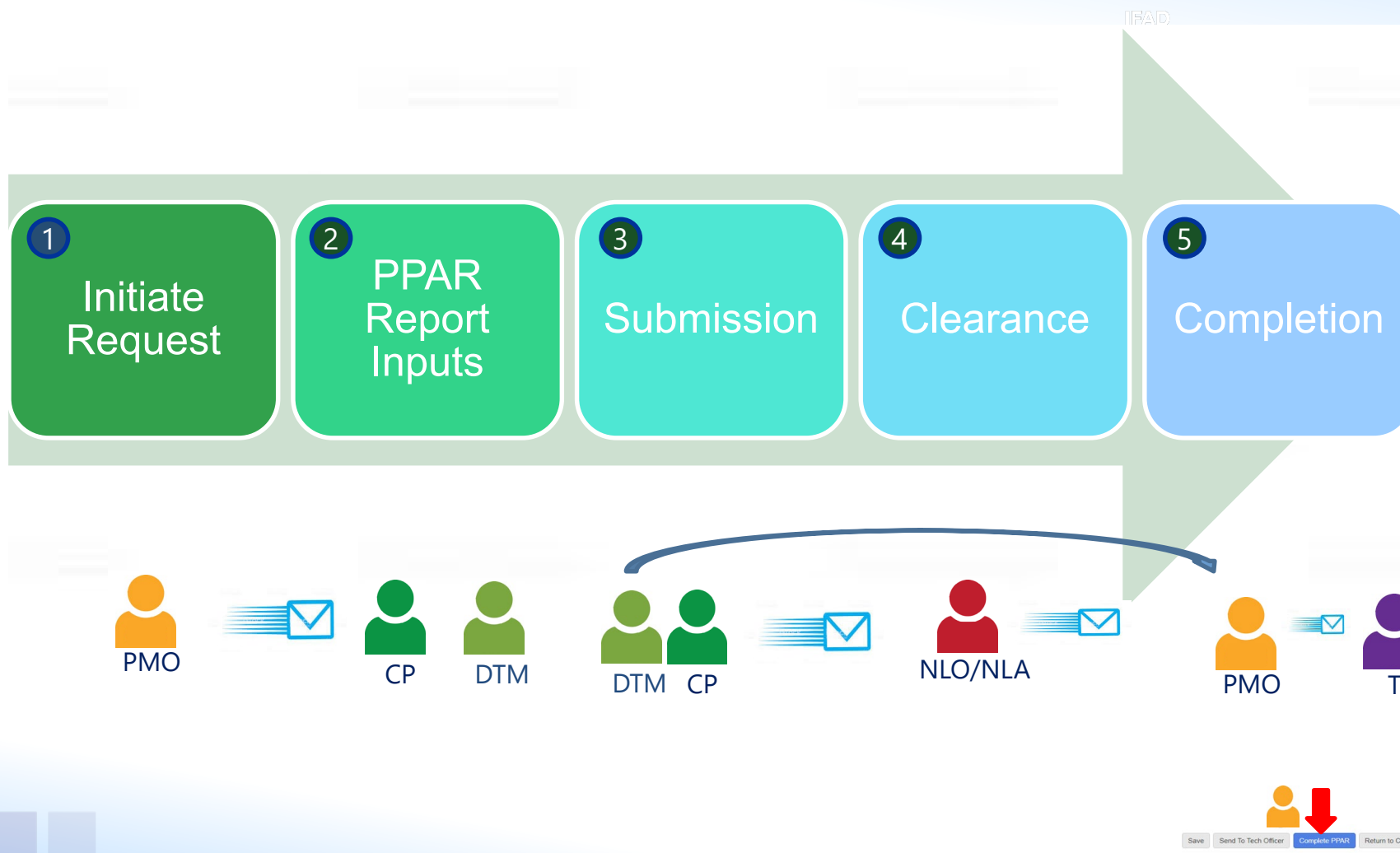
To keep the rest of the team informed and involved in the progress of the project





# 4

## PPAR: Workflow



# 4

## Role of CP in the submission of PPAR

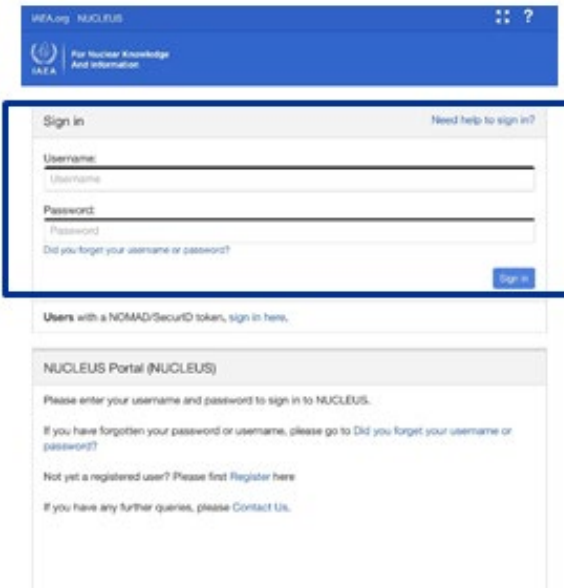
### CP/DTM required actions

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 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

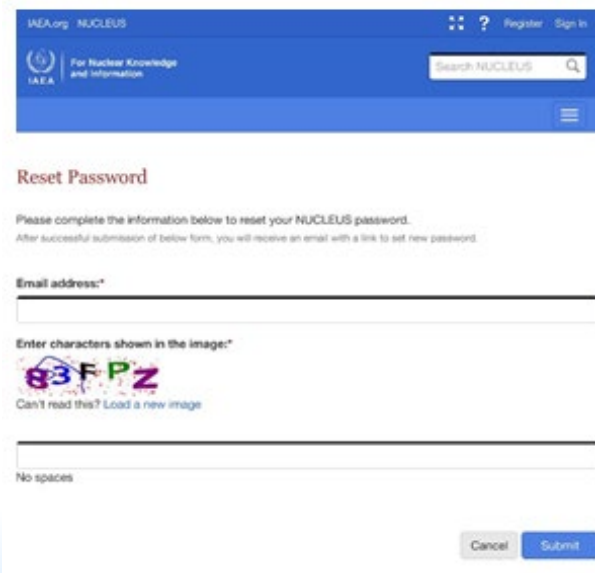
2



The screenshot shows the Nucleus login page with the following elements:

- Header: IAEA.org NUCLEUS For Nuclear Knowledge and Information
- Sign in section: Username, Password, and a "Sign in" button.
- Text: "Did you forget your username or password?"
- Text: "Users with a NOMAD/SecurID token, sign in here."
- Section: NUCLEUS Portal (NUCLEUS)
- Text: "Please enter your username and password to sign in to NUCLEUS."
- Text: "If you have forgotten your password or username, please go to Did you forget your username or password?"
- Text: "Not yet a registered user? Please first Register here"
- Text: "If you have any further queries, please Contact Us."

3



The screenshot shows the "Reset Password" form with the following elements:

- Header: IAEA.org NUCLEUS Register Sign In
- Section: Reset Password
- Text: "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."
- Form field: Email address\*
- Image: CAPTCHA with characters 83FPZ
- Text: "Enter characters shown in the image:"
- Text: "Can't read this? Load a new image"
- Form field: Password
- Text: "No spaces"
- Buttons: Cancel, Submit

4



The screenshot shows the "Contact Us" form with the following elements:

- Header: IAEA.org NUCLEUS Register Sign In
- Section: \* Required Information
- Form fields: First Name\*, Last Name\*, Email\*, Phone, Topic\* (dropdown menu)
- Form field: Message\* (Max. 1000 Characters)
- Button: Send Message



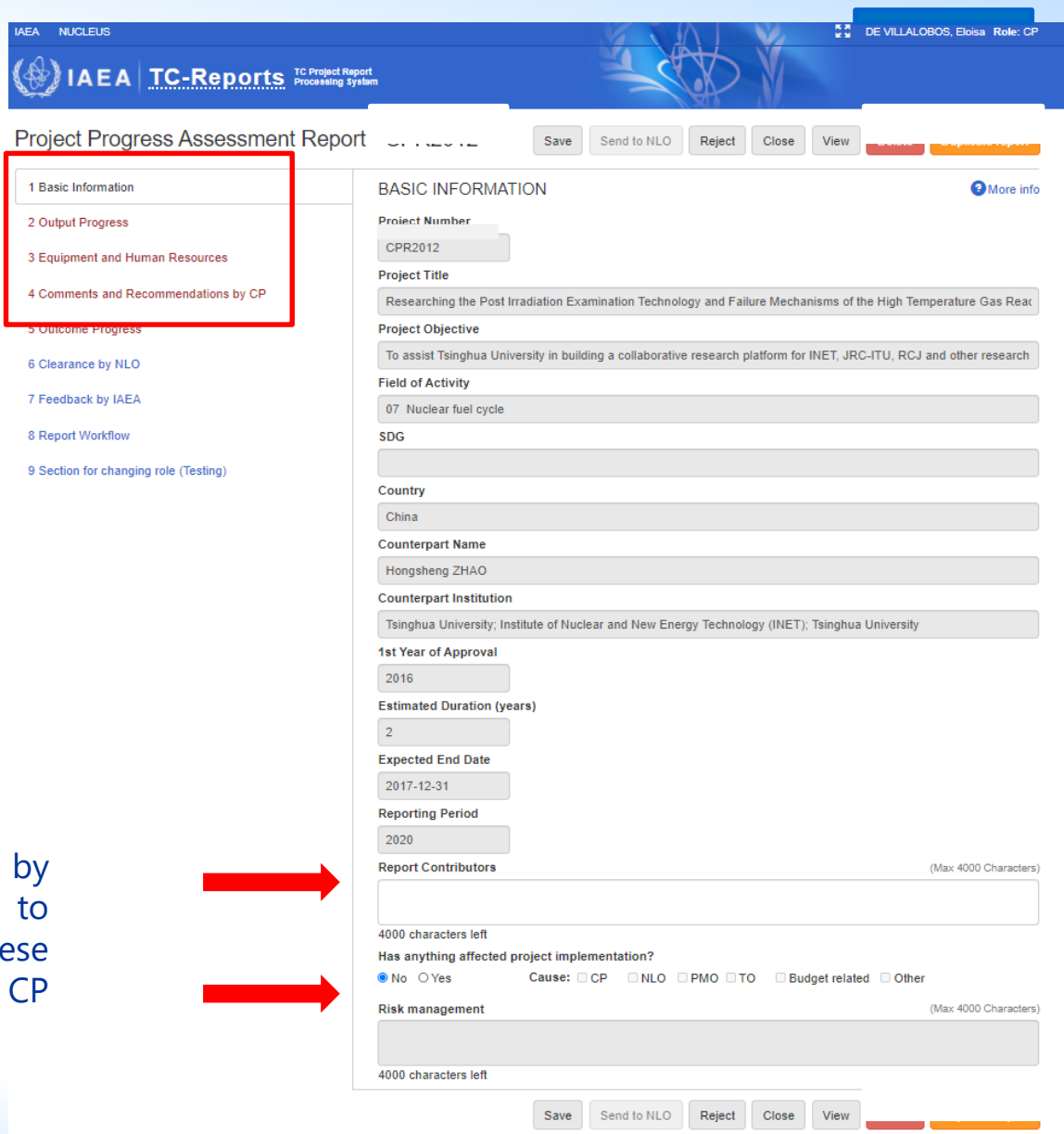
# 4

## Role of CP in the completion & submission of PPAR

CP moves from section 1 to 5 and provides information into all mandatory fields. While working within one section, all other sections that need the CP's action are marked in **red**. Once all mandatory fields within a Tab are filled with information, this will turn into **blue**. All tabs that remain **red** must be completed before the report can be submitted to the NLO. A red icon \* appears close to each mandatory field that is not completed, the CP will need to complete the field in order to proceed.



**PPAR User guidelines** provide a step by step clarification on what and how to complete each sections. These guidelines are targeted to NLO and CP and are available in **PCMF**. ([link](#))

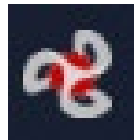



# 4

## Sources of information to complete PPAR



- Records kept by counterpart
- Records kept by NLO/NLA



TC Pride

My projects

My TC Pride (download full project status report) in **PCMF** (search criteria are selected from dropdown list)

- TC Pride Report is generated and sent to e-mail address indicated
- Report contains info about CP institution, IAEA staff involved in the project, funds, FS/SV, expert missions implemented, equipment procured and so on



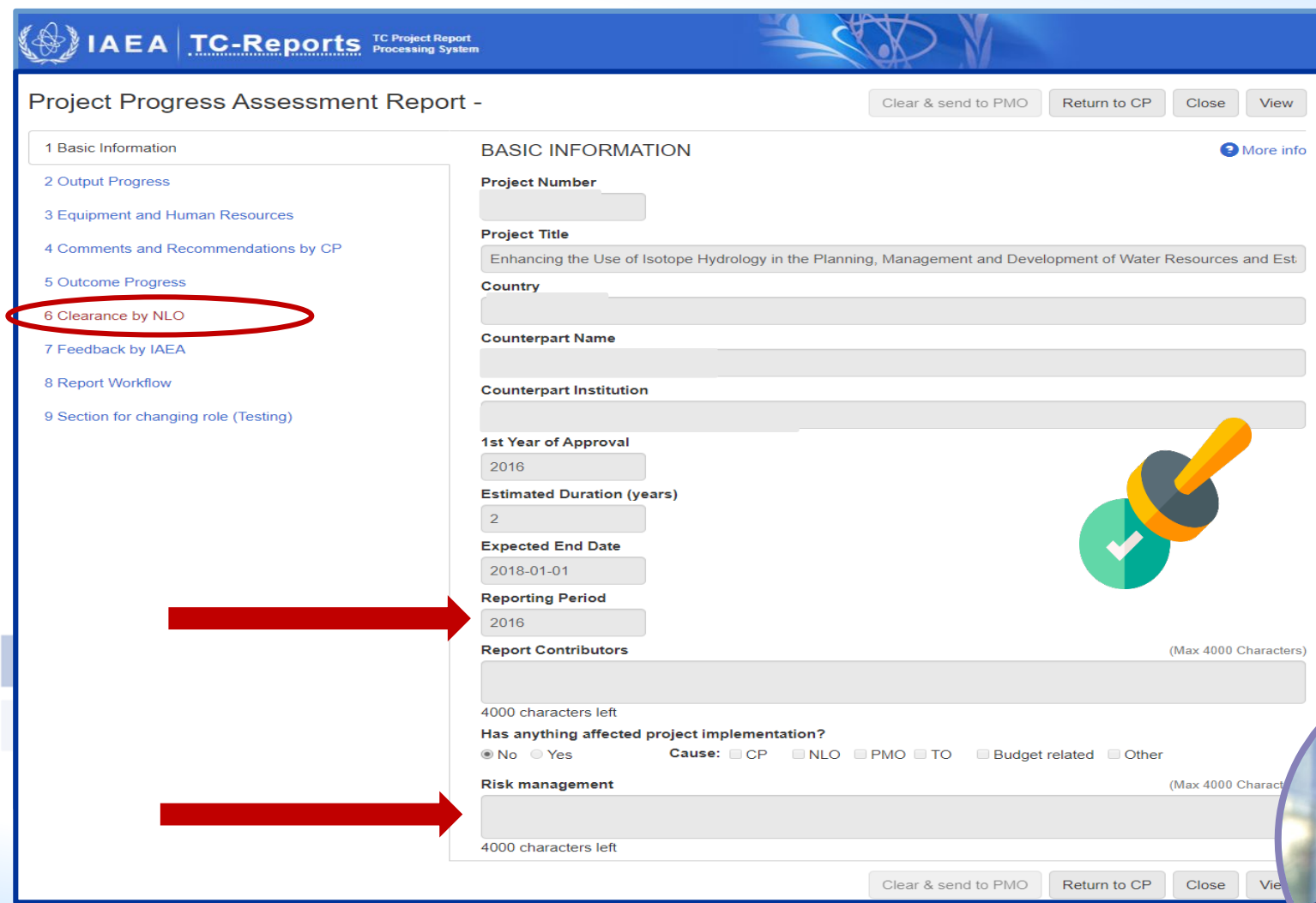
CP forwards the completed e-PPAR to NLO for clearance who in his/her turn verifies the information contained with its own records, makes its statement if any and submits e-PPAR to PMO



# 4

## Role of NLO in the review of PPAR

When entering the PPAR in TC-Reports, Section 6 must appear in red, this is the section that the NLO must complete with their comments to validate the document



IAEA TC-Reports TC Project Report Processing System

Project Progress Assessment Report -

Clear & send to PMO Return to CP Close View

- 1 Basic Information
- 2 Output Progress
- 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
- 9 Section for changing role (Testing)

**BASIC INFORMATION** [More info](#)

**Project Number**

**Project Title**  
Enhancing the Use of Isotope Hydrology in the Planning, Management and Development of Water Resources and Est.

**Country**

**Counterpart Name**

**Counterpart Institution**

**1st Year of Approval**  
2016

**Estimated Duration (years)**  
2

**Expected End Date**  
2018-01-01

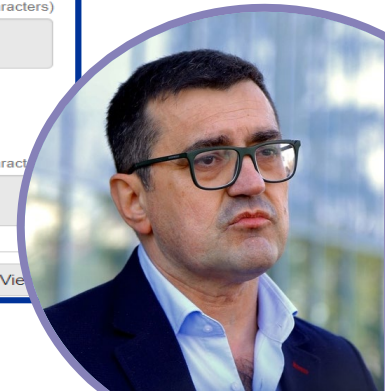
**Reporting Period**  
2016

**Report Contributors** (Max 4000 Characters)  
4000 characters left

**Has anything affected project implementation?**  
 No  Yes Cause:  CP  NLO  PMO  TO  Budget related  Other

**Risk management** (Max 4000 Characters)  
4000 characters left

Clear & send to PMO Return to CP Close View



# 4

## Role of NLO in the review of PPAR

### Project Progress Assessment Report -

Save

Send to NLO

Reject

Close

View

1 Basic Information

2 Output Progress

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

9 Section for changing role (Testing)

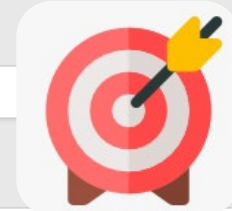
### OUTPUT PROGRESS [More info](#)

#### Output 1

01 - Development and precise evaluation of desired mutant germplasms.

#### Indicator

Phenotypes of more than 250 mutants will be identified before 2019.



#### Base Line and Target

Baseline : 0

Target: 6

Cumulative progress towards target: (see More info section for detailed guidance)

Please select

Completed  On Schedule  Delayed  Modified (justify) \*

Please describe progress made during this reporting period towards reaching the target (Max 4000 Characters)

4000 characters left



# 4

## PPAR examples

Completed



On schedule



IAEA | TC-Reports | TC Project Report Processing System

**Output 1**

01 - Development and precise evaluation of desired mutant germplasms.

**Indicator**

Phenotypes of more than 250 mutants will be identified before 2019.

**Base Line and Target**

Baseline 0 Target : 6

Cumulative progress towards target: (see More info section for detailed guidance)

96-100%

Completed  On Schedule  Delayed  Modified (justify)

Please describe progress made during this reporting period towards reaching the target (Max 4000 Characters)

250 phenotypes identified as planned

3964 characters left



**Output 2**

02 - Mining and utilization of desired mutation genes.

**Indicator**

Novel QTLs on at least 5 traits, before 2019.

**Base Line and Target**

Baseline 0 Target : 6

Cumulative progress towards target: (see More info section for detailed guidance)

51-55%

Completed  On Schedule  Delayed  Modified (justify)

Please describe progress made during this reporting period towards reaching the target (Max 4000 Characters)

delivered as planned

3980 characters left



# 4

## Role of NLO: comments and validation



IAEA | TC-Reports | TC Project Report Processing System

### Project Progress Assessment Report -

Clear & send to PMO | Return to CP | Close | View

- 1 Basic Information
- 2 Output Progress
- 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
- 9 Section for changing role (Testing)

#### CLEARANCE BY NLO [More info](#)

**Date**  
2019-12-02 18:35

**Name**

**Remarks** (Max 4000 Characters)  
  
4000 characters left

Clear & send to PMO | Return to CP | Close







## QUIZ:

### Why is it important to develop a quality PPAR?

- a) To identify problems
- b) To apply corrective measures in time
- c) To observe the progress and achievements of the project
- d) To request support in areas where problems are encountered
- e) To keep the rest of the team informed about the progress of the project



## QUIZ:

### Why is it important to develop a quality PPAR?

- ✓ a) To identify problems
- ✓ b) To apply corrective measures in time
- ✓ c) To observe the progress and achievements of the project
- ✓ d) To request support in areas where problems are encountered
- ✓ e) To keep the rest of the team informed about the progress of the project

# 4

## From implementation to evaluation



# 4

## Building blocks

PCMF

Implementation and financial data collected by the system

PPAR

Evidence and feedback provided by counterparts and NLO/NLA when preparing progress reports (PPAR)

PAR

Lessons learned & reflections on what was achieved and what failed documented in the PAR (self-evaluation)

OIOS

Are all providing the building blocks for an evidence-based evaluation analysis



# 4

## PAR: main features

### Main features of the platform



3 section, and the **Abstract** that is public

**Automatic** reporting on Outcome progress toward target -  
exposure of missing reports

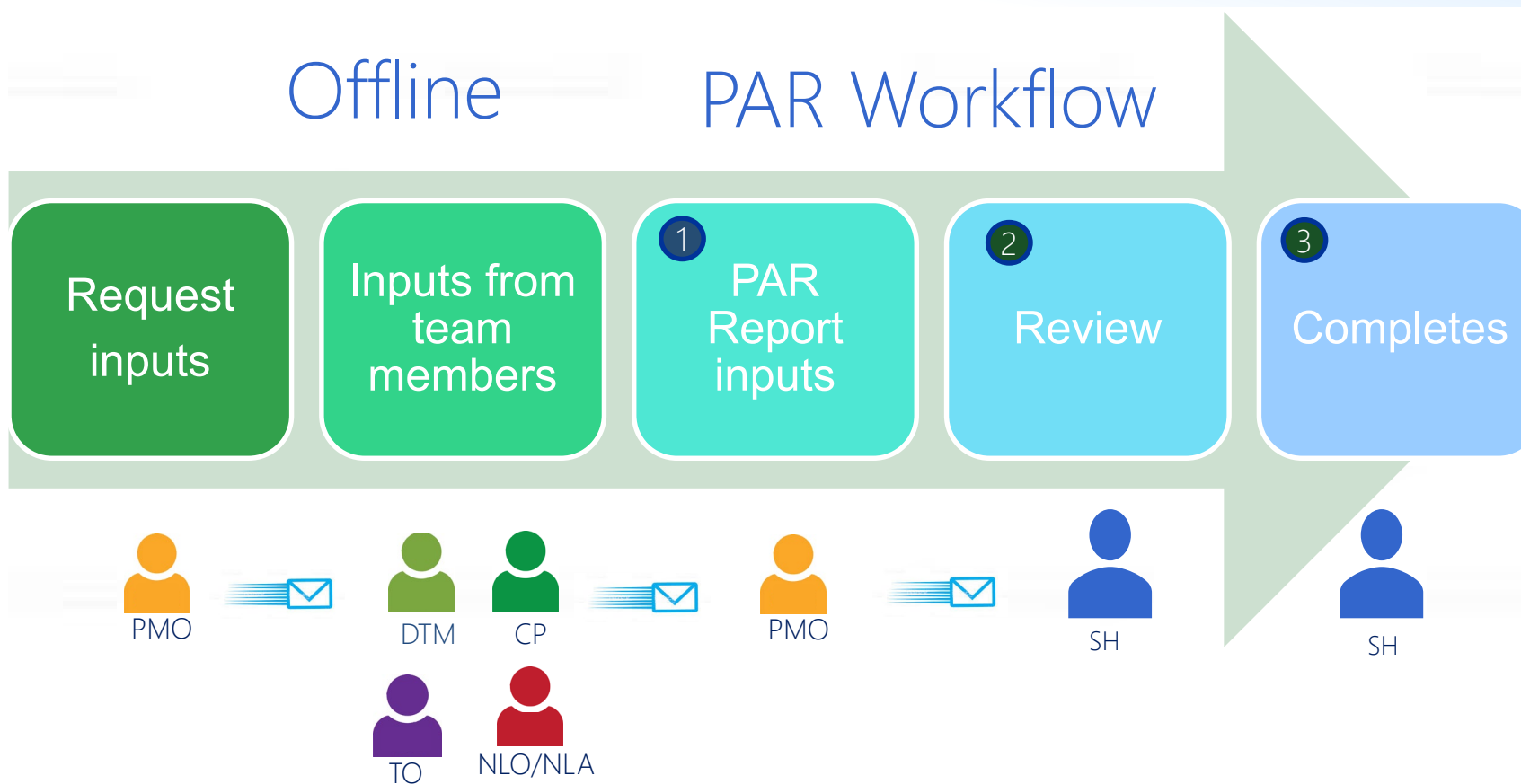
Focus on **Learning** and **Sustainability**

**Knowledge management** through attachments and open  
report



# 4

## PAR: project achievements report



# 4

## CP and NLO/NLA roles

Develop the PAR together with the PMO and TO;



Ensure information is correct, factual and independent from context (i.e. avoid Acronyms);

Provide additional information if needed (i.e. if already available on the impact of the project or how sustainability will be ensured)



# 4

## Focus of reviewers

Coherence in reporting



### Outcome Progress Toward Targets

PPAR 2017: 81-85%

PPAR 2018: 16-20%

PPAR 2019: N/A

PPAR 2020: 76-80%



### Outcome Progress Toward Targets

PPAR 2016: N/A

PPAR 2017: N/A

PPAR 2018: 46-50%

PPAR 2019: 61-65%

PPAR 2020: 81-85%





# How to retrieve PARs of closed projects

PPTX File viewer | Microsoft Tea... x PCMF > My TC PRIDE > General x +

https://pcmf.iaea.org/MyTCPRIDE/General/TCPRIDEAchievements.aspx?ProjectNumber=UZB6012

Nomad WebEx Online Meet... Other favorites

IAEA Technical Cooperation Programme Cycle Management Framework

Home My Actions My Programme Note My Designs My Projects **My TC PRIDE** Footnote-a Requiring Funding My Project Management Help Logout

Henrich, Christoph Samba PM

TC Project Number  
UZB6012 Refresh

Oracle Project Number: 2061861

General
Summary Information
IAEA Staff
Counterpart(s)
Approvals & Description
<b>Achievements</b>
Finance
Current Year Status
Disbursement Summary
Human Resources
Experts
Meetings/Workshops
Fellowships
Scientific Visits
Training Courses
Procurement
Request(RFP)
Purchase Order
Item Search
Reports
Full Project Status
Expert & Evaluation
Main Menu
Project List

## Project Achievements

Abstract:

The Country Program Framework (CPF) for Uzbekistan confirms enhancement of the public health care system with improved early diagnosis and treatment of cancer using modern nuclear methods to be one of the major priorities for the Government. In the past, there have been attempts to introduce a Quality Assurance (QA) program and Quality Control (QC) procedures for radiotherapy equipment and an IAEA imPACT mission in March 2014 recommended development of a quality assurance program in each radiotherapy department. As a consequence, this project was designed to establish the necessary conditions for the clinical use of advanced radiation therapy techniques as well as QA/QC programs for advanced radiation therapy techniques in the Republican Oncology Centre in Tashkent, in order to improve the quality of care and radiation safety of patients and medical staff.

OutputAchieved:

**Output 1**

The project team was operational from throughout the entire project duration.

**Output 2**

The project supported the development of laboratory materials and the supply of radiotherapy dosimetry equipment and an anthropomorphic thorax phantom set. In 2018, the hospital reported starting to treat a limited number of patients on a newly acquired linear accelerator and throughout 2018 and 2019, staff gained experience in treating patients on a linear accelerator in IMRT and VMAT (ca. 30.6% of IMRT treatment was VMAT) as well as with modern 3D conformal radiotherapy (CRT) and with the implementation and realization of QC tests. QA/QC procedures for advanced RT techniques are now included in the hospital's QA manuals. According to the counterpart, during 20 months of operation on the accelerator, all parameters are within acceptable values. Acceptance test and commissioning protocols have also been adopted and were used after installation and the start of the new LINAC. The hospital also confirms that the measured-to-calculated dose was within  $\pm 3\%/3\text{mm}$  in 97,7%. As such the Output has been achieved.

**Output 3**

In 2017, an expert mission was commissioned to the centre to review the status of the existing brachytherapy equipment and to advise whether the existing brachytherapy equipment could be upgraded. Based on the recommendations, the project facilitated the upgrade of the brachytherapy machine which was out of use for the past 5 years (with Government Cost-sharing). As a result, the hospital made the transition from 2D to 3D planning in brachytherapy being the first clinic in Uzbekistan applying 3D planning in brachytherapy using CT / MRI images. The hospital has also developed and implemented protocols based on international QC protocols. The protocols contain a list of checked parameters, frequency of verification of each parameter, tolerances and deviations. The hospital reports that gynaecological tumors represent most brachytherapy treatments and the hospital based its brachytherapy manuals on GEG-ESTRO and ICRU REPORT 89. The hospital further confirms that QA/QC procedures for advanced RT techniques have been developed and integrated in the hospital's QA manuals. As such, the Output has been achieved.

**Output 4**

The centre benefitted from extensive training of its clinical staff. Over the course of project implementation, five Radiation Oncologists have been trained in Turkey, Belarus and Georgia and three Medical Physicists were trained in Turkey, Georgia and the Russian Federation on 3D conformal radiotherapy including commissioning, quality assurance, dosimetry, radiation safety and treatment planning. The Fellows observed advanced radiotherapy techniques including IMRT and IGRT. Also, two senior radiation oncologist conducted Scientific Visits on quality management systems. Furthermore, an expert mission in 2019 reviewed the commissioning of external-beam radiotherapy equipment in the two centres in Tashkent, to advise the local medical physicists of any limitations in the commissioning requiring action and the on-going quality assurance activities recommended for external-beam radiotherapy. Finally, although organised under a different project, the hospital staff benefited from the organisation of a national training course in the summer of 2019 during which three IAEA experts (RO, MP, and RTT expert) trained clinical staff in the hospital in the delivery of 3D CRT to treat patients with the cancers commonest in Uzbekistan. These training courses were well received by the hospital. It was perceived to enable an increase in both theoretical and practical knowledge whilst considering the capabilities of the local equipment, staff knowledge and experience. Furthermore, more staff can benefit from these courses. As such, the Output has been achieved.

OutcomeAchievement:

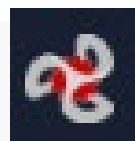
Due to the project, QA/QC protocols have been developed and implemented for external radiotherapy and brachytherapy equipment, CT-simulator, Treatment Planning Systems (TPS), dosimetric equipment. Further, QA/QC procedures for advanced IMRT, IGRT and SR techniques have been developed and integrated in the hospital's QA manuals. According to the hospital, all patients are treated with modern methods and techniques. For the first time in Uzbekistan, 3D-CRT, IMRT, IGRT and SR treatment techniques in external radiotherapy and 3D treatment in brachytherapy were introduced. The Outcome of the project, which was to establish the necessary conditions for the clinical use of advanced radiation therapy techniques as well as QA/QC programme for advanced radiation therapy techniques in the Republican Oncology Centre in Tashkent, has been achieved.

Furthermore in 2020, 11 external and six brachytherapy machines are being installed and put into clinical operation in regional cancer clinics throughout the country. Due to the project interventions, Republican Oncology Centre, the main clinic within a network of regional cancer clinics, has now the capacity to assist these regional clinics and provide support to acceptance tests and commissioning of radiotherapy equipment as well as by providing methodological and practical assistance in treating patients and establishing QA/QC procedures which follow the approach of Republican Oncology Centre. Furthermore, 3D treatment methods and QA/QC procedures can be extended to all regional brachytherapy centres for the whole country. However, despite the increase in capacity over the past years, there is a need to further support Republican Oncology Centre in Tashkent to increase its knowledge and experience. The hospital proposes to continue the support through national training courses which can benefit all cancer clinics throughout the country, as well as by supporting the establishment of a training centre in Uzbekistan for RTT and medical physicists.



# 4

## Resources in PCMF Reference Desk



PCMF



PPAR Guidelines



PAR Guidelines



Users Guidelines  
for CP, NLO/NLA



M&E Guidelines

### Programme Monitoring and Reporting

TC projects are required to submit an annual Project Progress Assessment Report (PPAR) through the TC-Reports platform. This report is generated in a participatory manner with contributions from all members of the project team and collects information on the quality and progress made towards achieving project results.

#### Guidelines and User Guides for the Project Progress Assessment Report (PPAR) Preparation

[PPAR Guidelines](#) | [E-PPAR User Guide for PMOs and TOs](#) | [User Guide - National Liaison Officer \(NLO\)/National Liaison Assistant \(NLA\)](#) | [User Guide - Project Counterpart \(CP\)/Designated Team Member \(DTM\)](#) | [PPAR Guidelines](#)

#### TC Reports (online mechanism for project monitoring and reporting)

[Link](#)

#### Monitoring and Evaluation Guidelines

[Link](#)

#### Project Achievements Report (PAR) Guidelines

The end of the programming cycle corresponds to the review phase. This is conducted through a self-evaluation process reflected in the Project Achievement Report (PAR). The findings of this report are then utilized for continual improvement of the TC programme, including any follow-up adjustments and implementation of recommendations. The PAR is also a key element in TC knowledge management, enabling the learning loop between recorded experience and new project designs.

[Link](#)





## QUIZ:

### Monitoring and reporting requirements

- a) When can the PAR replace the PPAR of the last year of implementation?
- b) If I am leaving the project (changes in PMO, NLO, CP) how can I ensure I leave behind all my know-how?
- c) Who should contribute to the project's achievement reports (PAR)
- d) Who manages project's risks and can take corrective actions?



## QUIZ:

### Monitoring and reporting requirements

- a) Only when all activities have been delivered in the previous years and cumulative progress towards target are at 100% for all outputs and outcomes.
- b) PARs can be used as a repository of Project information- any type of report can be attached and information inputted at any time during Project life
- c) All Project's team members
- d) the Risk owner: i.e. the person better suited to assess, respond and monitor the risk

# Q&A





**Thank you !**

