EUROPEAN
EVALUATION
HELPDESK
FOR RURAL DEVELOPMENT

**Draft Annual Work Programme 2017 (Nov. 2016)**

# European Evaluation Helpdesk for Rural Development

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**Draft Annual Work Programme 2017 (Nov. 2016)**

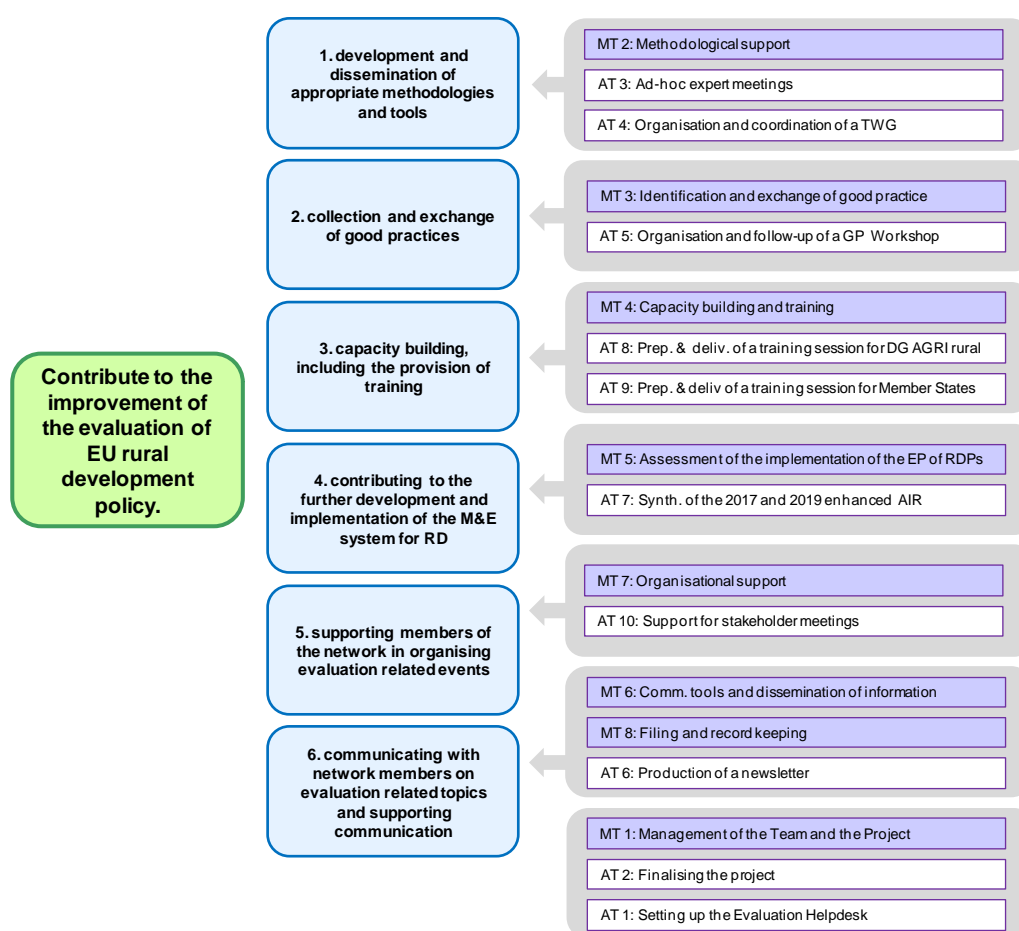# European Evaluation Helpdesk for Rural Development

# Content

# 1 AWP 2017

This draft Annual Work Programme (AWP) serves as a planning tool to meet the objectives referred to in the ToR and to guide the implementation of the Evaluation Helpdesk contract. The overall objective of the Evaluation Helpdesk is

- to contribute to the improvement of the evaluation of EU rural development policy.

This overall objective is broken down in 6 sub-objectives which are addressed by the Main and Additional Tasks of the Evaluation Helpdesk. A set of managing tasks (MT1, AT1, AT2) are horizontal and support all objectives.



The present draft AWP covers the calendar year 2017. It includes all the various services required under the contract and will require the agreement of the Commission. The draft AWP shows for each of the above mentioned 6 objectives through which tasks it is addressed and gives further detail on the activities planned to fulfil them.

## 1.1 Objective: Development and dissemination of appropriate methodologies and tools

### 1.1.1 Collection of information

| ACTIVITY NUMBER | 1.1.1 | CONTRIBUTORS | **HD**: EM, EO, EA, IO, KM, GE | TASK(S) CONCERNED | **MT 2.1** |
|---|---|---|---|---|---|
| **Rationale** | The Evaluation Helpdesk will follow the relevant discussions and developments in the field of evaluation of rural development and associated policies. It collects up-to-date information from relevant seminars, conferences and publications, as well as studies, research projects or reports which are linked to the subject of evaluating rural development policies. The material collected is assessed and, where appropriate, made available to network members. | | | | |
| **Specific focus for 2017** | • Priority topics for the collection of information on evaluation processes: data management for the AIR2017 and AIR2019; practices in assessment of innovation <br> • Priority topics for the collection of information on evaluation concepts and methods: linkages between Pillar 1 and Pillar 2; methodological assessment of Member States' approaches with the HNV farming indicator. | | | | |
| **Actions envisaged** | • Targeted collection of information by Geographic Experts based on Information Collection Grids and Guidelines (ongoing) <br> • Assessment and storing of collected information (ongoing) <br> • Use of collected information for Helpdesk tasks (ongoing) <br> • Sharing of collected information as appropriate (ongoing) | | | | |
| **Expected output** | D1: Database entries in inventory of evaluation-related information (ongoing) | | | | |

| **Timeline** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |

### 1.1.2 Answering evaluation related queries

| ACTIVITY NUMBER | 1.1.2 | CONTRIBUTORS | **HD**: TL, EM, EO, IO,EA, KM, **CT, TE** | TASK(S) CONCERNED | **MT 2.4** |
|---|---|---|---|---|---|

| | |
|---|---|
| **Rationale** | The Evaluation Helpdesk responds to requests for information. These come from DG AGRI desk officers, Member States, evaluators or other actors with an interest in the evaluation of rural development policy.<br><br>The Evaluation Helpdesk provides rapid replies to questions related to the evaluation of EU rural development policy. Replies are provided in writing (traditional or electronic mail), or where appropriate on the phone. While general questions are answered immediately, replies to more specific questions - in particular those of a political nature or those requiring new interpretations - are cleared with DG AGRI beforehand. A full documentation of contacts and the content of queries and answers are maintained. |
| **Specific focus for 2017** | • Promoting the increased use of the Helpdesk's questions and answer service for different target audiences (Managing Authorities, evaluators, Desk Officers etc.)<br>• Targeted sharing of approved answers through different channels (e.g. Newsletter, website, mailings, working documents). |
| **Actions envisaged** | • Provide answers to evaluation-related queries within 2 weeks<br>• Systematic storing of queries in online-database (ongoing)<br>• Compiling evaluation-related queries in structured working document |
| **Expected output** | D1: Queries answered and logged<br>D2: Compilations of evaluation-related queries (before each Expert Group meeting) |

| Timeline | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | D1 | | | | | | | | | | |

### 1.1.3 Preparation of guidance documents

| ACTIVITY NUMBER | 1.1.3 | CONTRIBUTORS | **HD**: PD, TL, EM, EO, CM, **CT, TE** | TASK(S) CONCERNED | **MT 2.3**, MT 7.1, (AT 3, AT 4) |
|---|---|---|---|---|---|
| **Rationale** | | The Evaluation Helpdesk is responsible for the preparation of guidance documents to support the Member States and evaluation stakeholders in evaluating EU rural development policy, in particular RDPs. These guidance documents may relate to specific components of the EU rural development policy monitoring and evaluation system, or to linked aspects of policy or particular methods. Existing guidance documents are to be reviewed and updated as necessary. Guidance documents should be developed in close collaboration with DG AGRI and must be validated and approved by DG AGRI before dissemination. The Evaluation Helpdesk will adopt a thematic approach, with the themes being agreed on an annual basis, but keeping flexibility to respond to newly emerging needs. The main supporting tasks for the preparation of guidance documents are Thematic Working Groups (MT 7.1, AT 4) and  *ad hoc* expert meetings (AT 3). | | | |
| **Specific focus for 2017** | | <ul><li>Understanding the needs for guidance in terms of topics (e.g. methodological guidance for the AIR2019)</li><li>Making guidance documents more accessible for different target audiences</li><li>Complement guidance documents with exchange formats</li></ul> | | | |
| **Actions envisaged** | | <ul><li>Interactive scoping process for guidance documents to be developed (e.g. through workshop format, consultation, exchange with NRNs, Expert Group)</li><li>Organise a Thematic Working Group on the agreed topic → see MT 7.1</li><li>Carry out an *ad hoc* workshop → see AT3 (Q4)</li></ul> | | | |
| **Expected output** | | D1: Scoping exercise in order to select topic and content of guidance<br>D2: Concept Note for Thematic Working Group<br>D3: Guidance document (1st draft)<br>D4: Guidance document (Final Draft) | | | |

| **Timeline** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | D1 | D2 | D3 | | | | D4 | | | |

### 1.1.4 Update the glossary of key-terms related to evaluation

| ACTIVITY NUMBER | 1.1.4 | CONTRIBUTORS | | **HD**: EM, EO, IO, | | TASK(S) CONCERNED | | **MT 2.2** | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Rationale** | The Evaluation Helpdesk will establish and up-date a glossary of key terms related to policy evaluation, taking particular account of the terminology and the definitions used in relation to RDPs. The glossary is available in English, French and German and is validated and approved by DG AGRI before its publication. | | | | | | | | | | |
| **Specific focus for 2017** | <ul><li>Identifying needs for new key-terms</li><li>Drafting and using improved definitions</li><li>Feeding glossary into ENRD glossary</li></ul> | | | | | | | | | | |
| **Actions envisaged** | <ul><li>Update inventory of evaluation related glossaries</li><li>Prepare new set of key terms for updated glossary in EN/FR/DE (ongoing)</li><li>Spread use of glossary throughout other Helpdesk activities (ongoing)</li></ul> | | | | | | | | | | |
| **Expected output** | D1: Updated Inventory of evaluation related glossaries<br>D2: Updated glossary of key-terms related to evaluation (ongoing) | | | | | | | | | | |
| **Timeline** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | D1 | | | | | | | | |

## 1.2 Objective: Collection and exchange of good practices

### 1.2.1 Examples of good practice

| ACTIVITY NUMBER | 1.2.1 | CONTRIBUTORS | **HD**: EM, EO, IO, KM, CM, **CT, TE,** | TASK(S) CONCERNED | **MT 3.1** |
|---|---|---|---|---|---|
| **Rationale** | On the basis of expert knowledge, evaluation reports and other information, a collection of good-practices linked to rural development policy evaluation is to be built up and updated. <br><br> The examples cover good practices related to the EU2020 and RDP objectives, the priorities and focus areas, the cross-cutting policy objectives, Leader, the National Rural Networks (NRNs), and linkages with the 1st Pillar of the Common Agricultural Policy (CAP). They cover both processes (e.g. governance) and methodologies. <br><br> The outcome of this task is made available in a structured and searchable format on the website of the Evaluation Helpdesk, and is regularly updated. | | | | |
| **Specific focus for 2017** | • Practices in the context of ex-post evaluation (management, evaluation methods), methods applied in AIR2017, including regarding NRN evaluation, assessment of HNV farming, assessment of innovation, assessment of LEADER/CLLD <br> • Practices in setting up data-management for  evaluation; | | | | |
| **Actions envisaged** | • Define priority list for GP (Q1) <br> • Launch search on specific good practice by experts (Q2) <br> • Agree shortlist of GP examples with DG AGRI (Q2) <br> • Launch Drafting of GP examples (Q3) <br> • Appreciative appraisal of Good Practice (Q4 <br> • Quality check, copy write, language check, add visual elements to GP descriptions (CM Send approved GP to Webmaster) (Q4) <br> • Disseminate GP examples (ongoing) | | | | |
| **Expected output** | D1: Priority list GP (Q1) <br> D2: Good practices uploaded on website (ongoing) | | | | |

| **Timeline** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | D1 | | | | | | | | | | D2 | |

### 1.2.2 Good practice workshops

| ACTIVITY NUMBER | 1.2.2 | CONTRIBUTORS | **HD**: TL, PM, EM, EO, EA, IO, KM **CT, TE** | TASK(S) CONCERNED | **MT 3.2**, (AT 5) |
|---|---|---|---|---|---|
| **Rationale** | A Good Practice Workshop is a meeting open to evaluation stakeholders, to exchange experiences on a specified topic, to provide a forum for discussion of good practices, lessons learned, and to identify and assess approaches to improve evaluation practice. The Evaluation Helpdesk is responsible for organising, facilitating and documenting good practice workshops on issues of interest to evaluation stakeholders. These workshops are intended to provide a forum for an exchange of experience among evaluation practitioners about relevant issues, to appraise evaluation approaches and practices, and to disseminate lessons learned to the wider network of evaluation stakeholders. |||||
| **Specific focus for 2017** | <ul><li>The thematic focus should be coordinated with MT 3.1 and be kept flexibly to respond to newly emerging needs. Tentative topics include:<ul><li>Practices in the context of the AIR 2017 (management, evaluation methods)</li><li>Practices in setting up data-management for evaluation;</li><li>High Nature Value farming methodologies</li><li>Evaluation of NRNs</li><li>Evaluation of LEADER/CLLD</li><li>Evaluation of innovation</li></ul></li></ul> |||||
| **Actions envisaged** | <ul><li>Scoping of the workshop themes, format and output style with MS & DG AGRI (Q1)</li><li>Exploring availability of hosting countries (Q1-Q2)</li><li>Preparation and running of GP Workshop no. 1 (Q2)</li><li>Preparation and running of GP Workshop no. 2 (Q4)</li><li>Dissemination and follow-up of workshop 1-2 (ongoing)</li></ul> |||||
| **Expected output** | D1: Concept note agreed with DG AGRI (including improved workshop format, method and output format)<br>D2: GP Workshop no. 1<br>D3: GP Workshop no. 2 |||||

| Timeline | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | D1 | | | D2 | | | | | D3 | | |

## 1.3 Objective: Capacity building, including the provision of training

### 1.3.1 Capacity building and training activities for DG AGRI Desk Officers

| ACTIVITY NUMBER | 1.3.1 | CONTRIBUTORS | **HD**: TL, PM, EM, EO, CA, **CT** | TASK(S) CONCERNED | **MT 4.1**, (AT 8) |
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|---|---|
| **Rationale** | The Evaluation Helpdesk is responsible for providing support to DG AGRI Desk Officers and other staff involved in rural development evaluation activities. This support aims to develop understanding of the common monitoring and evaluation system for rural development, its implementation, and the interpretation and use of its outputs, focussing particularly on the needs of the Desk Officers, including interactive training sessions to support the Desk Officers in assessing the evaluation components of 2017 and 2019 AIRs. The trainings provided can take the form of participation in question and answer sessions, or through specific information and training sessions organised within Commission premises. |
| **Specific focus for 2017** | Potential thematic focus of trainings/Q&A sessions for EC Desk Officers in 2017:<br>• Evaluation methods used in AIR2017 – outlook to 2019, data-management<br>• Ongoing support through Q&A session |
| **Actions envisaged** | • Q&A sessions:<br>    ○ Propose and develop Helpdesk contributions to Q&A sessions for Desk Officers. Suggested topics should be aligned with focus of Helpdesk activities (ongoing)<br><br>• Specific training:<br>    ○ Pre-selection of most urgent training topics (Q1)<br>    ○ Scoping sessions with Desk Officers and relevant units for exploring the specific training need (Q1)<br>    ○ Preparation of training (Q2): The suggested format is a 1-day workshop with input presentations and interactive working groups. Practical examples (e.g. questions received from Member States) will also be addressed. The venue and further organisational details will be specified in the Concept Note.<br>    ○ Pilot-run of training (Q2): The training will be tested to a selected group of participants in a half-day session. The training advisory board may participate.<br>    ○ Delivery of 1 day training to DO Desk Officers (Q2 or Q3): the training will be delivered as specified in the Concept Note.<br>    ○ Preparation of other training tasks as requested. |
| **Expected output** | D1: Contributions to Q&A session (ongoing)<br>D2: Training package for EC Desk Officers (AT 8.1)<br>D3: Training for EC Desk Officers (AT 8.3) |

| **Timeline** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | D2 | D3 | | | | | | | | |

### 1.3.2 Capacity building and training activities for evaluation stakeholders in Member States

| ACTIVITY NUMBER | 1.3.2 | CONTRIBUTORS | **HD**: TL, EM, EO, EA, KM, CA**, GE** | TASK(S) CONCERNED | **MT 4.2** (AT 9) |
|---|---|---|---|---|---|
| **Rationale** | The Evaluation Helpdesk provides for one meeting with evaluation stakeholders in each Member State to discuss issues related to monitoring and evaluation of the relevant RDPs, and to support the development of evaluation capacity. Where it is agreed between all parties, these meetings can cover more than one Member State. Further needs related to capacity building and training activities may be provided as agreed with DG AGRI and the Member States. ||||| |
| **Specific focus for 2017** | The suggested capacity building objective for 2017 is: <br> a) Data-management for evidence-based evaluation <br> b) Evaluation of NRN <br> c) Evaluation of LEADER/CLLD <br> d) Evaluation of innovation <br><br> The above-mentioned tentative objectives will be verified with the Expert Group on Monitoring and Evaluating the CAP ||||| |
| **Actions envisaged** | <ul><li>Agreement of yearly capacity building objectives with DG AGRI (Q1/2017 )</li><li>Verification of capacity building objective through exchange with Expert Group</li><li>Preparation of training modules to be offered for yearly capacity building event (05/2017): Member States may compose their own event out of a range of 3 different modules which are prepared for 2017: These modules will include presentations, more interactive working sessions on different topics, training elements.</li><li>Training of Geographic Experts: The experts responsible for the implementation of the yearly capacity building workshops will be trained in a Brussels-based workshop (Q3)</li><li>Running of yearly capacity building event in all EU Member States (Q4)</li><li>Following up capacity building event in the Member States (Q4)</li><li>Summarising outcomes in internal document as basis for further dissemination activities (newsletter articles, news alerts, presentations for Expert Group, etc.)</li></ul> ||||| |
| **Expected output** | D1: Concept Note for yearly capacity building event incl. range of modules offered <br> D2: Workshop material for capacity building and training modules <br> D3: Summary report "Annual Capacity Building Workshops in the Member States" ||||| |

| **Timeline** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | D1 | | | | | D2 | | | D3 |

### 1.3.3 Other capacity building activities

| ACTIVITY NUMBER | 1.3.3 | CONTRIBUTORS | **HD**: TL, EM, EO, CA | TASK(S) CONCERNED | **MT 4.3** |
|---|---|---|---|---|---|
| **Rationale** | The Evaluation Helpdesk contributes to events organised by other relevant bodies (ENRD-CP, NRNs, European Innovation Partnership (EIP), etc. in order to support the wider development of awareness and capacity in relation to the evaluation of rural development activities. | | | | |
| **Specific focus for 2017** | • Identifying potential for contributions <br> • Pro-active proposing of Helpdesk contributions | | | | |
| **Actions envisaged** | • Promoting targeted evaluation sessions in the context of ENRD-CP, EIP-AGRI and NRN events. <br> •  Agree on topics and contributions with DG AGRI. Topics relevant for other bodies may be e.g. How to use evaluation as a tool for improving RDP management and delivery? Evaluation of networks, Innovation in rural development: How can we measure and assess it? (Q2) <br> • Preparation of other capacity building material (Q2) <br> • Running and follow-up of capacity building activity in agreed format (ongoing) | | | | |
| **Expected output** | D1: Concept note (of agreed capacity building events) <br> D2: Capacity building report (in context of annual report) | | | | |

| Timeline | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | D1 | | | | | | | D2 | | | | |

### 1.4 Objective: Contributing to the further development and implementation of the monitoring and evaluation system for rural development

#### 1.4.1 Assessment of the implementation of the Evaluation Plans of RDPs

| ACTIVITY NUMBER | 1.4.1 | CONTRIBUTORS | **HD**: TL, EM, EO, EA, IO, KM, **CT, GE** | TASK(S) CONCERNED | **MT 5**, (AT 7) |
|---|---|---|---|---|---|
| **Rationale** | The Evaluation Helpdesk assesses the implementation of the Evaluation Plans included in each RDP, on the basis of the information included in the AIRs. In addition to assessing the progress of implementation of the Evaluation Plans, advice on how to improve implementation is provided, and examples of good practice are identified and presented.<br><br>In 2017 and 2019 the Evaluation Helpdesk must, in a closely related activity, carry out a synthesis of the evaluation components of the 2017 and 2019 enhanced AIRs: The Evaluation Helpdesk is to be responsible for synthesising the key information contained in the enhanced AIRs of 2017 and 2019 in order to provide an overview of the achievements of EU rural development policy. | | | | |
| **Specific focus for 2017** | In 2017, the assessment of the implementation of the Evaluation Plans of RDPs will focus both on section 2 and, for the first time, also on section 7 of the enhanced AIR 2017<br><br> • The analysis of section 2 (= MT 5) assesses, as in 2016, the progress of the RDPs in fulfilling the specifications made in the RDPs Evaluation Plans.<br> • The "Synthesis of the evaluation components of the 2017 enhanced AIR" (= AT 7) focuses on analysing the information contained in section 7 of the AIR, namely, the results achieved in relation to each focus area and priority, including the answers to relevant common evaluation questions.<br><br>The outcome of these tasks must be summarized in a working document. The executive summary of the working document must be sent to the EC at the latest at beginning of September in order to feed into the "Commission's Summary report on the implementation of programmes financed under ESIF". The final joint working document covering both MT5 and AT7 will be made available in December. | | | | |
| **Actions envisaged** | • Structuring (Tool Development) (Q1)<br> • Analysis of evaluation sections 2 and 7 of AIR 2017 by GEs (Q3)<br> • Analysing and synthetizing of the findings by the Permanent Team (Q3-4)<br> • Concluding: Developing a Working Document (Q3-4) | | | | |
| **Expected output** | D1: Tools for assessing AIRs (to be used in 2017)<br>D2: Executive summary of Working Document<br>D3: Working Document "Assessment of the implementation of the evaluation plans of RDPs 2014-2020 (including "Synthesis of the evaluation components of the 2017 enhanced AIR") | | | | |

| Timeline | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | D1 | | | D2 | | | D3 |

## 1.5 Objective: Supporting members of the network in organising evaluation related events

### 1.5.1 Organise and coordinate thematic working groups

| ACTIVITY NUMBER | 1.5.1 | CONTRIBUTORS | **HD**: TL, EM, EO, IO, KM, CA, **CT** | TASK(S) CONCERNED | **MT 7.1** (AT4) |
|---|---|---|---|---|---|
| **Rationale** | | Part of the provision of methodological support will be achieved through thematic working groups dealing with specific issues related to the evaluation of Rural Development Programmes. <br><br>A thematic working group is a specific small group of named individuals constituted to address a particular need or topic. Typically the members of the group will include Evaluation Helpdesk permanent staff and external experts. As appropriate, DG AGRI staff and Member States representatives may also be invited to contribute to particular aspects of thematic working group activities. Each group will have a clearly identified task, such as production of guidance on a specified topic, or development of methodology to address a particular issue. The work of the group will typically be conducted through a combination of meetings and written contributions from the group members. <br><br>DG AGRI will, in cooperation with the Evaluation Helpdesk, and in consultation with the Member States, decide which topics should be addressed through thematic working groups. The set-up, organisation and coordination of the thematic working groups fall under the responsibility of the Evaluation Helpdesk. <br><br>Each AWP shall foresee the Evaluation Helpdesk to organise and coordinate one thematic working group as part of the main task. Additional thematic working groups will be considered as additional tasks. | | | |
| **Specific focus for 2017** | | <ul><li>Organise and run thematic working groups according to agreed topics (as specified under activity 1.1.3)</li><li>Establish smooth working mechanisms for expert's work.</li><li>Involvement of evaluation practitioners</li><li>New formats</li></ul> | | | |
| **Actions envisaged** | | <ul><li>Agree Concept Note with DG AGRI including detailed process-flow with feedback rounds with Member States</li><li>Establish and kick-off the Thematic Working Group</li><li>Facilitate drafting process of experts with clear drafting guidelines</li><li>Assemble 1st and 2nd Draft of Working Paper</li><li>Launch quality control and copywriting process</li><li>Finalise and disseminate working paper</li><li>Launch 2nd TWG (optional)</li></ul> | | | |
| **Expected output** | | D1: Concept Note (including new output format) <br>D2: Kick-off workshop <br>D3. Draft and finalised Working Paper <br>D4: Dissemination products (as agreed) | | | |

| Timeline | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | D1 | D2 | | | | | | D3 | | D4 |

### 1.5.2  Support for Expert Group meetings

| ACTIVITY NUMBER | 1.5.2 | | CONTRIBUTORS | | **HD**: TL, PM, EM, EO, IO, KM, **CT** | | TASK(S) CONCERNED | | **MT 7.2** | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Rationale** | DG AGRI organises Expert Group meetings approximately once a quarter, as a forum in which to discuss evaluation-related issues with representatives from the Member States. These meetings take place in the premises of the Commission.<br><br>The Evaluation Helpdesk supports DG AGRI in preparing these meetings, contributing to their content and facilitation and drafting the minutes. | | | | | | | | | | |
| **Specific focus for 2017** | Maintaining a good working relationship with the members of the Expert group on Monitoring and Evaluating the CAP.<br><br>Identifying needs for support of Member States through qualified contacts with Expert Group members.<br><br>Increase quality of preparation, running, minuting and follow-up of Expert group meetings.<br><br>Maintaining the mailing list of Expert Group members. | | | | | | | | | | |
| **Actions envisaged** | For each Expert Group meeting the Helpdesk envisages at least the following actions:<br><br>Preparation of Expert Group meetings: contributions to agenda setting, updating of mailing list, preparation of presentations, printed Helpdesk material for meetings<br><br>Running of the meeting: Helpdesk contributions and facilitations as required, minutes of the meeting.<br><br>Follow-up of the meeting: prepare short memo with main key actions and dates and submit it to DG AGRI Unit E4 within 48h after the meeting; prepare meeting minutes and submit them to DG AGRI Unit E4 within two weeks after the meeting; and follow-up open questions from Expert Group members | | | | | | | | | | |
| **Expected output** | For each Expert Group meeting (D1-D3) at least the following main deliverables are envisaged.<br>- Updated Expert Group mailing list<br>- Meeting material (presentations, hand-outs, facilitation material, etc.)<br>- Memo and Minutes | | | | | | | | | | |
| **Timeline** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | D1 | | | D2 | | | | D3 | | |

### 1.5.3 Coordination with the European Network for Rural Development and the EIP

| ACTIVITY NUMBER | 1.5.3 | CONTRIBUTORS | | **HD**: TL, EM, | TASK(S) CONCERNED | **MT 7.4** |
|---|---|---|---|---|---|---|
| **Rationale** | The Evaluation Helpdesk follows the work of the ENRD and EIP with a view to ensuring coherence and synergies with the work undertaken in these networks. The Evaluation Helpdesk therefore participates in the meetings of the European Rural Networks' Assembly, the Steering Group of the Assembly, and as required, in other meetings of the ENRD and EIP. | | | | | |
| **Specific focus for 2017** | <ul><li>Using effective coordination mechanisms (e.g. coordination meetings)</li><li>Launch of common website</li><li>Establishing fixed formats for cooperation (e.g. Helpdesk sessions within NRN meetings)</li></ul> | | | | | |
| **Actions envisaged** | <ul><li>Ongoing coordination on common events, dissemination activities, synergies. . (Q1-Q2)</li><li>Exploration and effective realisation of potentials for Helpdesk contributions to the meetings of the European Rural Networks' Assembly, the Steering Group of the Assembly and permanent sub-groups (ongoing)</li></ul> | | | | | |
| **Expected output** | D1: Updated Wiki Calendar (ongoing)<br>D2: Minutes of coordination meetings (template events attended) (ongoing) | | | | | |

| **Timeline** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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### 1.6 Objective: Communicating with network members on evaluation related topics and supporting communication across the network.

#### 1.6.1 Mailing lists

| ACTIVITY NUMBER | 1.6.1 | CONTRIBUTORS | **HD**: IO | TASK(S) CONCERNED | MT 6.1 |
|---|---|---|---|---|---|
| **Rationale** | The Evaluation Helpdesk is responsible for compiling and updating a database of contacts to be used for dissemination of information. This must be designed to enable targeted communication to recipients depending on the information to be circulated. The contractor must ensure compliance with data protection requirements. | | | | |
| **Specific focus for 2017** | • Better exploiting the possibilities of myENRD for contact information<br>• Identify the relevant evaluation stakeholders in the Member States interested in Evaluation Helpdesk activities.<br>• Enable a more efficient targeting of audience according to the topics dealt with. | | | | |
| **Actions envisaged** | • Update, correct, complement database (ongoing)<br>• Introduce new entries in the ML database from various events, sources (ongoing)<br>• Produce statistics on the number of subscription/registration, error messages, un-subscriptions (ongoing) | | | | |
| **Expected output** | D1: Updated mailing list shared with DG AGRI Unit E4 (ongoing) | | | | |

| **Timeline** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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### 1.6.2  Website/electronic media

| ACTIVITY NUMBER | 1.6.2 | CONTRIBUTORS | **HD**: TL, PM, IO, CM | TASK(S) CONCERNED | **MT 6.2** |
|---|---|---|---|---|---|
| **Rationale** | The Evaluation Helpdesk's website is a key tool for visibility, capacity building, dissemination of evaluation support and networking. It is available in English, French and German. The website and IT tools are expected to evolve over the programming period. <br><br> The Evaluation Helpdesk is responsible for the concept, content development, content management, updating and coherence of the website, (including consistency of the different linguistic versions, moderate forums, generate input and content and to animate debates). <br><br> The website is updated according to a defined procedure. The Evaluation Helpdesk is also responsible for managing networking and exchanges on the website, or through other IT tools. | | | | |
| **Specific focus for 2017** | • Launch of new ENRD website including interactive and social media tools <br> • Better visibility through a clear and well-structured layout and website <br> • Promotion and exchange of experience between members of the network and other audiences (through moderated on-line forums) | | | | |
| **Actions envisaged** | • Launch of the new trilingual Helpdesk website within ENRD-website <br> • Launch of interactive tools (subscription tools, myENRD group, glossary, events-calendar, social media)  and databases (good practice, library) (Q2) <br> • Monitor and update the website (ongoing) | | | | |
| **Expected output** | D1: Website online in EN/FR/DE <br> D2: Full functioning of interactive tools | | | | |

| **Timeline** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | D1 | | | D2 | | | | | | |

### 1.6.3 Production of evaluation newsletters

| ACTIVITY NUMBER | 1.6.3 | CONTRIBUTORS | **HD**: TL, PM, IO, CM | TASK(S) CONCERNED | **MT 6.3** (AT 6) |
|---|---|---|---|---|---|
| **Rationale** | A newsletter covering issues of interest to those involved in the monitoring and evaluation of RDPs and EU rural development policy is regularly produced. This newsletter is available on the website and distributed electronically via mailing lists. The newsletter provides information on evaluation activities, rural development policy developments and their implications for the monitoring and evaluation system, and informs readers about upcoming events and seminars. The newsletter is available in English, French and German. A stock of paper copies is available for dissemination at the Helpdesk and DG AGRI premises and events. | | | | |
| **Specific focus for 2017** | • Make newsletter an attractive communication channel. <br> • Focus on activities in the Member States. <br> • Less text and more attractive information | | | | |
| **Actions envisaged** | • Production of newsletter issue no. 6 (Q1): focus on activities in the Member States, Good Practice Workshops, outcome of TWG <br> • Production of newsletter issue no. 7 (Q2): focus on activities in the Member States, Good Practice Workshops, outcome of TWG <br> • Production of newsletter issue no. 8 (Q4): focus on activities in the Member States, Good Practice Workshops, outcome of TWG | | | | |
| **Expected output** | D1: Approved Newsletter content in EN <br> D2: Newsletter published in EN/FR/DE | | | | |

| Timeline | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | D1 | D2 | | D1 | D2 | | | | D1 | D2 |

### 1.6.4 Dissemination of technical support and guidance documents

| ACTIVITY NUMBER | 1.6.4 | CONTRIBUTORS | HD: TL, PM, IO, CM | TASK(S) CONCERNED | MT 6.4 |
|---|---|---|---|---|---|
| **Rationale** | The Evaluation Helpdesk distributes technical support and guidance documents produced by DG AGRI and the Evaluation Helpdesk concerning the monitoring and evaluation system for rural development to the members of the network via the most appropriate communication tools. This includes the outcomes of Thematic Working Groups, Good Practice Workshops and other activities organised by the Evaluation Helpdesk. Where appropriate, stock of paper copies is available for dissemination at the Helpdesk and DG AGRI premises and events. <br><br>The dissemination of work results and work progress also covers direct contacts with programming authorities, evaluators and researchers, presentations and participation in expert workshops, seminars and conferences and meetings linked to the ENRD. | | | | |
| **Specific focus for 2017** | • Optimizing dissemination activities <br> • Involving GEs into dissemination activities <br> • Monitoring of dissemination activities | | | | |
| **Actions envisaged** | • Targeted and ongoing dissemination activities (incl. Monitoring) <br> • Prepare dissemination tools for GEs <br> • Run dissemination activities <br> • Follow-up dissemination activities | | | | |
| **Expected output** | D1: Disseminated documents (ongoing) | | | | |

| Timeline | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |