SYNTHESIS OF THE ANNUAL PROGRESS REPORTS FOR 2008 CONCERNING ONGOING EVALUATION

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The Guidance Note B - Evaluation Guidelines

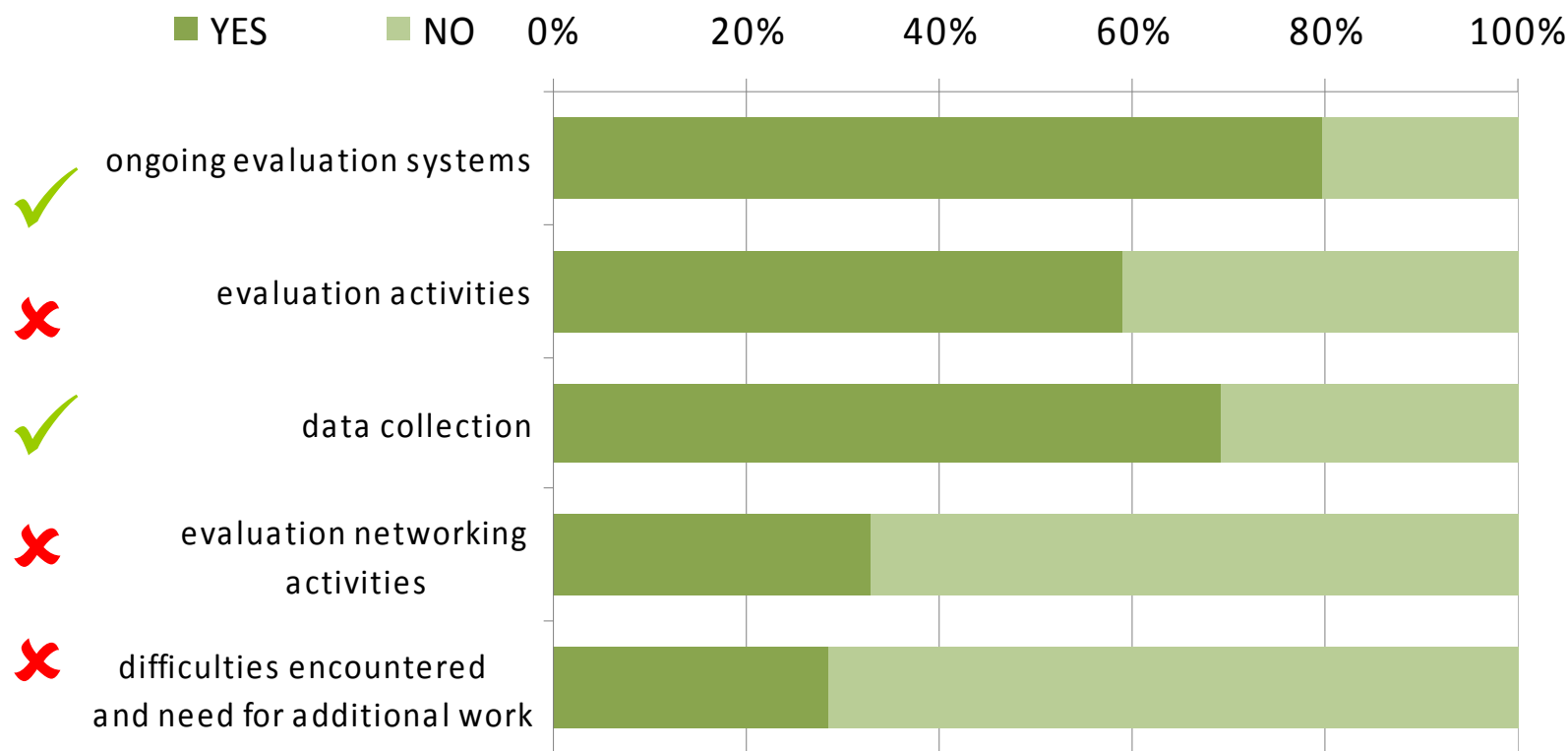6. INDICATIVE OUTLINE OF AN ANNUAL PROGRESS REPORT ON ONGOING EVALUATION

1. Introduction
2. The system established for ensuring ongoing evaluation
3. The evaluation activities undertaken (ongoing and finished)
4. Data collection
5. Networking activities of the people involved in evaluation
6. Difficulties encountered and need for additional work

- **APR 2007**: main focus on **evaluation system** in the national/regional context

- **APR 2008+**: main focus on **evaluation activities undertaken** (incl. capacity building and methodological work), data collection, and difficulties encountered

I. The Ongoing Evaluation Sections in APRs - overview

- **1. Overall the sections on ongoing evaluation in the APRS for 2008 vary in their degree of completeness & coverage of indicative topics**

Chart legend: ■ YES ■ NO

Horizontal axis: 0% 20% 40% 60% 80% 100%

Categories (top to bottom):
- ✓ ongoing evaluation systems
- ✗ evaluation activities
- ✓ data collection
- ✗ evaluation networking activities
- ✗ difficulties encountered and need for additional work

1. The Ongoing Evaluation Sections in APRs - overview

Recommendations for the MS:

- ✓ **Use the evaluation section of the APR as a tool to demonstrate progress in ongoing evaluation.**

- ✓ **Describe in sufficient detail all (!) 5 topics indicated in Guidance Note B of the CMEF Handbook.**

Use cross-references if information is provided in previous reports or sections.

Pay particular attention to the coverage of the topics 'evaluation activities', 'networking activities' and 'difficulties encountered'.

2. The system established to ensure ongoing evaluation

- **MAs describe** establishment of evaluation systems
  - Late approval of many RDPs
  - 80% of APRs still cover description of evaluation system

- **Ongoing admin.** preparations for tendering evaluation
  - 55 APRs mention selection procedure for external evaluators
  - Different outsourcing models for evaluation

- Steering Groups **are becoming operational**
  - 36 SGs mentioned in 2008 (14 in 2007)
  - Activities: input for ToRs; selection of evaluator etc.

2. The system established to ensure ongoing evaluation

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Who does what, how and when?

Recommendations for the MS:

✓ **Report comprehensively on evaluation system and evaluation plan**

✓ **Describe administrative arrangements taken for hiring (MTE) evaluators**

✓ **Provide information on coordination between evaluation stakeholders**

ToR preparation, type of tender, start and closure dates, activities outsourced, information on contracted companies...

Interaction mechanisms with evaluators, Steering Groups…

3. Ongoing evaluation activities

- **Increased coverage of ongoing evaluation activities**
  - **50% of APRs report on the review of result/impact indicators**
  - **30% mention the review of intervention logic**
  - **20% describe actions to review evaluation questions**

- **Progress in developing evaluation methodologies**
  - **38 APRs mention work on evaluation methodologies and tools**

- **Some lessons from ex-post & ex-ante are followed up**

- **Thematic studies are increasingly used (21 APRs)**

3. Ongoing evaluation activities

Recommendations for the MS:

- ✓ **Report on evaluation activities in relation to your evaluation plan**

- ✓ **Give an overview on preparatory activities for the MTE**

- ✓ **Outline specific evaluation methodologies and studies**

- ✓ **Refer to follow-up activities on lessons from ex post 2000-06 and ex-ante**

E.g. reviews of intervention logic, result and impact indicators, and evaluation questions.

Specify themes or outcomes of outsourced studies, surveys, case studies etc.

4. Systems for data collection and management

- **Data collection** attracts major attention of APRs

- Different **organisational models** for data systems

- **Main data gaps** relate to indicators for environmental measures, GVA-related and non-agricultural activities

- **Processing** of unharmonized data as challenge

- Activities to improve **data quality & overcome gaps**

4. Systems for data collection and management

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Recommendations for the MS

✓ **Present systems for data collection in detail and describe responsibilities.**

✓ **Report on main data sources & types.**

✓ **Provide overview on data gaps and activities to overcome data gaps.**

✓ **Describe arrangements taken to provide evaluators with necessary data.**

E.g. include a diagram or description of the architecture of the system for data management; information flows etc.

5. Networking activities of people involved in evaluation

- **Networking activities** are gradually increasing
  - e.g. focus groups organized by Evaluation Helpdesk; Helpdesk missions and visits to MS

  - few APRs (17) report on evaluation-related workshops at national or international level

  - few networking activities are reported for MS with regional programmes and in New Member States

- **Capacity building** is slowly taking up but remains modest

5. Networking activities of people involved in evaluation

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Recommendations for the MS:

✓ **Provide overview on participation in relevant networking activities.**

…at local, regional, national and EU level

✓ **Describe the details of purpose, outcome and follow-up of networking events, workshops and seminars.**

Who are the initiators, the participants? What are the lessons learned etc.

✓ **State references on further documentation of networking events.**

e.g. publications, internet-links, etc.

✓ **Highlight capacity building actions.**

6. Difficulties encountered and need for additional work

- **More difficulties encountered, but also more practical in nature, e.g.**

    - **related to IT systems**

    - **challenges in dealing with simultaneous evaluation tasks, (e.g. ex-post evaluation 2000-2006 and the preparation of MTE 2010)**

    - **related to practical application of the overall CMEF**

    - **related to fulfilling the requirements of the monitoring tables**

6. Difficulties encountered and need for additional work

Recommendations for the MS

- ✓ **Describe most relevant difficulties experienced in fulfilling ongoing evaluation activities.**

- ✓ **Report on planned and realized solutions for overcoming these difficulties.**

- ✓ **Differentiate between difficulties to be resolved at programme, Member State or EU level.**

Give references to previous chapters where problems are reported.

Describe the solutions adopted, the involved actors, the lessons learnt.

For APR 2009 please...

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CMEF INDICATIVE OUTLINE	Proposed contents (optional)
1. Introduction	✓ **Brief overview** of the most important milestones during the reporting period as regards the ongoing evaluation ✓ **Major progress towards** the preparation of mid-term and ex-post evaluation (i.e. where do you stand?)
2. The system established for ensuring ongoing evaluation	✓ **Evaluation system and evaluation plan**: Who does what, how and when? ✓ **Administrative arrangements for selecting evaluators (ongoing, MTE, ex post)** e.g. preparation of ToR, type of tender, start and closure dates, activities outsourced, information on contracted companies etc. ✓ **Coordination with evaluation stakeholders** i.e. interaction with evaluators, Steering Groups etc.
3. The evaluation activities undertaken (ongoing and finished)	✓ **Evaluation activities in relation to evaluation plan** ✓ **Preparatory activities for the main evaluation events (MTE, ex post)** e.g. reviews of intervention logic, result and impact indicators, and evaluation questions ✓ Information on the **follow-up of previous evaluations**, if relevant ✓ Outline of **specific evaluation methodologies** developed ✓ Themes, outcomes and use of **commissioned studies**
4. Data collection	✓ Approaches and systems for **data collection and management** (information flows) ✓ Main **data sources and types** used (incl. data providers) ✓ **Overview on main data gaps** and activities to overcome such gaps (indication on data quality) ✓ **Arrangements taken** to provide evaluators with data
5. Networking activities of the people involved in evaluation	✓ **Participation in relevant networking activities at programme, national and EU level** (e.g. interaction with evaluation stakeholders, with national evaluation network, with Evaluation Expert Network, with research community etc.) ✓ **Purpose, outcome and follow-up** of networking events, workshops and seminars (e.g. the initiators, the participants, the lessons learned etc.) ✓ **References to further documentation** of these networking events (e.g. links to websites and publications) ✓ **Capacity building actions** in the field of evaluation, e.g. trainings, seminars etc.
6. Difficulties encountered and need for additional work	✓ **Difficulties experienced in carrying out ongoing evaluation activities** (use cross-references where problems are reported in other sections of the APR, distinguish at which level they have to be resolved) ✓ **Planned and realized solutions for overcoming difficulties** (solutions adopted, involved actors, lessons learnt)

....see Annex 1 Explanatory note, providing clarifications to the MAs for preparing the section on ongoing evaluation in APRs (complementing Guidance Note B of the Handbook on CMEF)

Thank you for your attention!