

**EVALUATION WORKING GROUP
MEETING 15 OCTOBER 2010
LONGBRIDGE HOUSE**

NOTE OF MEETING

ATTENDING

Maura Young (Chair)	DFP	Peter Millen	DFP
Bob Collins	Equality	Maurice Mulvenna	UUJ
Paul Brush	DETI	Owen Gillespie	DEL
Nuala Crossin	DETI	Gerard Colgan	NISRA
Darren Colville	DFP	Wesley Aston	UFU

1. Welcome

In the absence of the Chair, Tom Gillen, it was agreed that DFP would assume the responsibility. The Chair, on behalf of the group, forwarded their best wishes to Tom who is currently ill. The secretariat will write to Tom to convey their best wishes.

2. Previous Minutes & Action Points (25Mar10)

Some minor amendments were received from DEL and the revised minutes and action points were agreed by the group as a true record of the meeting.

3. ESF Mid-Term Evaluation – Terms of Reference (TOR)

The DEL Rep thanked NISRA for their assistance in drafting the TOR. Within the ESF Evaluation Plan there is an obligation to complete a mid-term evaluation and 2 leaver surveys. DEL has decided to incorporate 1 of the leaver surveys into the mid-term evaluation, which in turn should reduce costs. They have also agreed to a budget of £95,000 to complete the exercise although they advised the group that the evaluation still required Ministerial and DFP approval prior to being forwarded to Central Procurement Directorate (CPD).

The DETI Rep advised that a number of concerns arose at their inaugural Steering Group meeting around:

- (i) impact of the economic downturn;
- (ii) enhancing sustainability;
- (iii) capacity to measure impacts if there has not been enough time for the programmes to have been sufficiently rolled out; and
- (iv) an impact analysis.

If required the DETI Rep offered to liaise with DEL to talk through the issues.

The DEL Rep welcomed DETI's offer and agreed that it may be difficult to assess the economic impact of the programme throughout NI however, under Priority 1 the first tranche is nearing completion and this should provide measurable outcomes.

The Chair pointed out that there appeared to be no indication within the timetable of either the ESF or ERDF TOR's when the evaluation report would be returned to the EvalWG for validation. It was agreed that both Managing Authorities would amend their timetables to include the report returning to this group for endorsement between the submission of the draft final report for comment and the final report being agreed. The revised TORs are to be returned to EUD as soon as possible for issue to the Monitoring Committee.

Action: Managing Authorities

The Equality Rep enquired if, due to the current economic climate, would it be possible to omit one of the leaver surveys if it was not cost effective. The DEL Rep advised that the Department, through its Operational Programme, had made a commitment to the Commission to deliver 2 Leaver Surveys within the term of the programme.

It was agreed that the ESF & ERDF Terms of Reference would be forwarded to the Commission for information only. The ESF TOR was approved by the group with minor amendment.

After an open invitation Members were asked to advise DEL if they wished to participate on the ESF Steering Group.

4. ERDF Mid-Term Evaluation – Terms of Reference (TOR)

The DETI Rep advised that departmental approvals had been gained and their TOR, once approved by this group, was ready for issue to CPD. The value was considerably less than the ESF evaluation as much of the evidence was already available. As mentioned the Steering Group had already had its initial meeting with valuable input and would play a proactive role in taking the process forward. The ERDF TOR was also endorsed with minor amendment.

5. C&E Monitoring Committee

The Chair advised that the Monitoring Committee meeting has been arranged for 28 October at Dungannon Borough Council offices. The Mid-term Evaluation Terms of Reference would now be issued to the MC members.

6. AOB

a) Thematic Evaluations

The DEL Rep advised that NISRA had produced 2 thematic evaluations, 1 on Transnationality Activity, the other on the Measurement of Soft Outcomes. The NISRA Rep outlined the process of collating the relevant information to inform the recommendations. The documents were approved and will be issued to the Monitoring Committee for information. DEL agreed to report back to the group in the Spring regarding an update on the recommendations contained in the evaluations. **Action: DEL**

b) Demarcation Survey

The Demarcation Survey draft report, undertaken by NISRA, has just been completed and forwarded to DETI and contains a number of minor recommendations. DETI will advise the Monitoring Committee at the meeting on the 28 October.

7. Next Meeting

The next meeting will be arranged in the New Year.

ACTION POINTS

	ACTION POINT	RESPONSIBILITY
1	Revise Mid-Term Evaluation TORs to be amended and forwarded to the Secretariat for issue	Managing Authorities [Sec. Note – both TORs returned amended]
2	Report back on the recommendations outlined in the Thematic Evaluations	DEL MA