

EVALUATION WORKING GROUP

NOTE OF MEETING HELD ON 22 JULY 2009 IN HEALTH ESTATES AT 9.30 AM

ATTENDEES:

Bob Collins	-	Equality Commission
Tom Gillen	-	ICTU
Gerard Colgan	-	NISRA
Paul Brush	-	DETI
Maura Young	-	DFP
Peter Millen	-	DFP
Darren Colville	-	DFP (Secretariat)

Apology

Owen Gillespie - DEL

1. WELCOME

Maura Young welcomed all to the meeting and outlined the agenda of today's meeting. She explained that Owen Gillespie (DEL) regretted being unable to attend due to an inescapable commitment, but expected to participate fully in the work of the group.

2. APPOINTMENT OF CHAIR/DEPUTY CHAIR

Tom Gillen agreed to sit as the Chair of the group in a facilitation role. Should the Chair be unavailable unexpectedly for a meeting a deputy will be chosen on the day from the quorum attending. DFP agreed to approach Members of the MC to either sit on the group or be co-opted. Concern was also expressed on the gender imbalance of the group.

Action: DFP

3. TERMS OF REFERENCE

Members were generally content with the TOR. However, with such a small membership there was a concern over the constitution of a quorum. It was agreed to reduce the quorum to 4 members, 1 of which must be an independent member of the MC. If membership of the group increases then the definition of the quorum would be re-assessed.

4. ESF/ERDF EVALUATION PLANS

DEL has received comments from the Commission Evaluation Unit, via their Desk Officer, regarding the DEL Evaluation Plan. Taking on-board these comments the group agreed that both plans were working documents and that more substantive information would be included within the plans as the programmes progressed and the information became available.

It was agreed that it could be useful if both plans included reference to the establishment of the Evaluation Working Group and its remit. NISRA agreed to draft a form of words for inclusion. **Action: NISRA**

The following was also proposed for the consideration of NISRA and the two Managing Authorities:

- Select a sample of projects, as case studies, for evaluation to ensure they are meeting the objectives of the relevant programme and achieving value for money;
- Cross-cutting themes from the Environmental & Equality Working Groups to feed into the plans; and

5. WAY FORWARD

Managing Authorities, in liaison with NISRA, should provide a tracked updated version of their Evaluation Plans by the end of August for consideration by the Group in advance of its next meeting. The Working Group will discuss the updated plans with the Managing Authority representatives at that meeting, with the intention of commending the plans to the autumn Monitoring Committee. **Action: Managing Authorities/NISRA**

The Secretariat, based on the updated Evaluation Plans, will provide a brief summary (2/3 page maximum) on their content for MC Members in time for the MC meeting in the Autumn. **Action: Secretariat**

6. NEXT MEETING

Next meeting will be in late September. Secretariat to request availability from Members. **Action: Secretariat**

TABLE OF ACTION POINTS

	ACTION POINT	RESPONSIBILITY	POSITION
1	Increase Membership of Group	DFP	3 New members have joined the group
2	Evaluation WG to be included within Evaluation Plans	NISRA	Completed
3	Updated Plans for next meeting	MAs/ NISRA	Updated plans received
4	Summary of plans for MC	Secretariat	To be completed for MC
5	Availability for Next Meeting	Secretariat	Next meeting 22 Sept