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Organisation de Coopération et de Développement Economiques  
Organisation for Economic Co-operation and Development

**OLIS : 10-Mar-1999**  
**Dist. : 15-Mar-1999**

PARIS

**Or. Eng.**

**DEVELOPMENT CO-OPERATION DIRECTORATE  
DEVELOPMENT ASSISTANCE COMMITTEE**

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**Working Party on Aid Evaluation**

**SUMMARY RECORD OF THE 31st MEETING**

**held on 27-28 January 1999**

*Election of Chair and Vice-Chair. Annual Report for 1998. Guidance for evaluating humanitarian aid. Planned evaluation. Lessons from donor support for institutional capacity development in environment. Complementing and reinforcing the DAC Principle for evaluation of development assistance: follow-up to the review. Preparation of forthcoming workshops. Review of other ongoing work.*

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## SUMMARY RECORD OF THE 31ST MEETING

1. The meeting opened with Mr Niels Dabelstein in the Chair.

### **I. ADOPTION OF THE AGENDA**

2. The agenda was adopted.

### **II. APPROVAL OF THE SUMMARY RECORD OF THE 30TH MEETING [DCD/DAC/EV/M(98)1/PROV]**

3. The summary record of the 30th meeting was approved.

### **III. ELECTION OF CHAIR AND VICE-CHAIR**

4. Mr Niels Dabelstein (Denmark) and Ms. Ann Marie Fallenius (Sweden) were respectively re-elected as Chair and Vice-chair of the Working Party on Aid Evaluation.

### **IV. ANNUAL REPORT FOR 1998 BY THE CHAIR [DCD/DAC/EV(99)1]**

5. The annual report for 1998 by the Chair was submitted for information. The Chair welcomed the considerable progress made during 1998 by the Working Party on Aid Evaluation in implementing a wide programme of work.

6. The Chair noted with satisfaction that the Review of the DAC Principles for Development Assistance had been completed and published. He reminded the Working Party that, although it met only once in 1998, it made considerable progress on a number of joint studies (e.g. evaluation of humanitarian aid, of gender equity) through meetings of task forces and sub-groups which had brought work forward.

### **V. GUIDANCE FOR EVALUATING HUMANITARIAN AID [DAC/DCD/EV(99)3]**

7. Mr. P.E. Schmidt (Denmark) presented the paper on "Guidance for Evaluating Humanitarian Aid [DCD/DAC/EV(99)3]. To be able to fulfil the needs of different audiences, this document, which principally aims to provide guidance to evaluation and operational managers, was prepared in tandem with another paper entitled "Evaluating Humanitarian Assistance Programmes in Complex Emergencies", published by ODI and aimed at a broader public (including agency field personnel).

8. Most delegations welcomed the document and stressed the usefulness of this piece of innovative work. During the ensuing discussion, the importance of considering this document as a means to provide guidance to evaluators was underlined. Ms. Fallenius (Sweden) mentioned that Sida is considering to include this work in the new evaluation manual that is under preparation. Germany put forward concerns related to the content and the form of the paper.

9. In concluding the discussion, the Chair suggested allowing Members further time to comment on the document before publishing it. It was agreed that comments should be sent directly to Denmark within three weeks. Germany will be contacted on a bilateral basis to find solutions to concerns expressed. Based on comments received, the document will be revised and circulated to Members of the Working Party under a written approval procedure.

## **VI. PLANNED EVALUATION [ROOM DOCUMENT No. 1, No. 7 AND No. 13]**

10. The Secretariat introduced Room Document No. 1 on Members' planned evaluations for the year 1999-2000 and Room Document No. 7 containing the sector matrix. Ms. Yomiko Tanaka (from Japan) presented on-going evaluations in JICA, and reported that in 1999 three major evaluations will be undertaken: transportation and urban planning of the Bangkok metropolitan area; country-wide evaluation of Bangladesh and WID/Gender in South Asia (Room Document No. 13).

11. Members considered the exchange of information on evaluation plans and the sector matrix useful mechanisms to facilitate new collaborative efforts, including joint evaluations and co-operation in various stages of the evaluation process. It was agreed to continue the exchange in a structured manner so as to avoid possible duplication of efforts and reduce possible mutual ignorance of other donors' activities in similar fields. The suggestion to include the evaluation plans in the new Website was put forward, provided that confidentiality issues could be solved.

12. At the meeting several concrete suggestions for future joint collaboration were made by Members (e.g. EU, Japan, Netherlands, Switzerland, World Bank and Inter-American Development Bank). It was agreed that these concrete suggestions will best be pursued bilaterally by interested partners. Summing up the discussion, the Chair stressed the importance of continuing work on promoting joint evaluations with the participation of partner countries.

## **VII. LESSON FROM DONOR SUPPORT FOR INSTITUTIONAL CAPACITY DEVELOPMENT IN ENVIRONMENT [DCD/DAC/EV(99)4 and background paper]**

13. Mr. Wardell (PEM Consult, Denmark) presented the summary and background document of "Lesson from Donor Support for Institutional Capacity Development in Environment" [DCD/DAC/EV(99)4 and background paper]. During the discussion, the existing gap between policy awareness and practical implementation was identified as one of the major obstacles to development of institutional capacity in environment in partner countries.

14. Members welcomed the two new drafts and suggested they should be published together, in the form of an executive summary and a background paper. The two documents will be published after having been submitted to the Working Party on Development Co-operation and Environment for final comments on 23-24 February 1999. Members of the WP-EV will have until 19 February 1999 to forward any further comments to the Netherlands; it will then be published. The two documents will be re-circulated for approval only if substantial revisions are needed.

## **VIII. COMPLEMENTING AND REINFORCING THE DAC PRINCIPLE FOR EVALUATION OF DEVELOPMENT ASSISTANCE: FOLLOW-UP TO THE REVIEW [DCD/DAC/EV(99)5]**

15. The Secretariat presented the document "Complementing and Reinforcing the DAC Principles for Evaluation of Development Assistance: Follow-up to the Review" [DAC/DCD/EV(99)5]. The note proposes to develop follow-up work in three main areas for 1999/2000. These areas are: Partnership in Evaluation; Performance Management and Evaluation; Feedback and Communication Practices. For each of these areas it is intended to identify either good practices or key elements to provide guidance to the broader evaluation community and to contribute to improved evaluation practices in development co-operation.

16. The Working Party welcomed the note and supported the planned work. It was agreed that work should proceed as envisaged in the proposal, although some Members suggested that the two-year time frame might be too ambitious. Work will start with analysis of Partnership in Evaluation.

17. Several Members indicated interest in taking a more active role as part of the Reference Group which is to be constituted: France, Netherlands, Sweden, United States, UNDP, World Bank and Inter-American Development Bank. Switzerland expressed support for the initiative and has provided financial support. Germany expressed particular interest in the partnership theme and in feedback and dissemination. Norway found the evaluation partnership a timely exercise and indicated the possibility of financial support.

## **IX. PREPARATION OF FORTHCOMING WORKSHOPS**

### ***a) Country Programme Evaluation Workshop*** [Room Document No. 2]

18. Ms. B. Dekrout (Austria) reported on the status of preparation for the country programme evaluation workshop, which will be held in Vienna on 11-12 March 1999. Members confirmed their support for and planned participation in the workshop.

19. As all previous case study commitments were confirmed, seven studies will be available at the workshop. In order to provide an overview of developments in country programme evaluation since 1994, a desk review paper has been commissioned by the Secretariat which will set the individual case studies in context and serve as background to the discussion at the workshop. A letter of invitation, a draft programme and background papers will be sent to workshop participants. Members of the Steering Group were invited to identify representatives from partner countries in order to strengthen partnerships and seek advice from them on how to engage more fully in CPEs.

### ***b) Gender/WID evaluation workshop*** [Room Document No. 3]

20. Ms. A.M. Fallenius (Sweden) presented some preliminary results from the Gender/WID evaluation survey and proposed to organise a workshop in late October or early November 1999. Policy development in terms of changes and refinement of gender policy have been remarkable within many agencies. Most of the Members which responded to the questionnaire have put in place new or expanded gender policy subsequent to the 1993/94 WID Assessment. A first report summarising the final results will be submitted to Members tentatively in May.

21. The Working Party supported the workshop suggestion. Work on this event should be set in motion as soon as the survey will be concluded. It was suggested that a limited number of best practices should be discussed at the workshop.

**c) Poverty reduction / evaluation** [Room Document No. 4]

22. Members welcomed the note prepared by the UK and approved the proposal to hold a workshop on Poverty Reduction in early October or late September. The workshop will mainly focus on approaches and methods in evaluating poverty reduction in development co-operation.
23. Several delegations indicated their willingness to contribute with their experience. Germany offered to support the participation of partner countries in the workshop. A Steering Group was created (Portugal, UK, Sweden, Secretariat, and possibly Switzerland and Japan).
24. The Secretariat informed the Working Party of recent developments in the work of the Informal Network on Poverty Reduction. The Working Party agreed to collaborate with the Informal Network and is looking forward to reviewing the scoping study and discuss its recommendations.

**X. REVIEW OF OTHER ONGOING WORK****a) Evaluation Inventory** [Room Document No. 5]

25. Mr. Hau Sing Tse (Canada) reported on the status of contributions and use of the evaluation inventory. During the discussion, the importance and usefulness of the evaluation inventory was stressed by a number of Members as well as its potential as an instrument for building up and sharing knowledge about development results.
26. Nevertheless, the number of abstracts submitted annually to the inventory by individual donors has decreased over time. This is mainly due to a smaller number of evaluations completed by each country and some inaccuracy in submitting them to CIDA/Canada.
27. In February 1998, the inventory was made available on the Internet through the DAC Evaluation Inventory Website. This has largely facilitated access and improved its usefulness. However, as some technical shortcomings were noticed, it was suggested that CIDA consider improving user access and search facilities.
28. Members of the Working Party decided to continue contributing to the Evaluation Inventory so as to improve it and enable the inventory to become an effective knowledge tool. Members were asked to provide abstracts to CIDA in a more timely manner. It was suggested that Members might consider setting up a standard routine for delivery of an abstract each time a new evaluation is completed, instead of waiting for a formal request by Canada.
29. Both the electronic and the CD-ROM version will be up-dated regularly. It was agreed to maintain both for the time being, but in the medium term, it was suggested that the CD-ROM version be phased out.

**b) Outcome of recent meetings****Performance management and evaluation** [Room Document No. 8]

30. Mr. A. Benbouali (UNDP) highlighted the main outcomes of the workshop on Performance Management and Evaluation, which was jointly hosted by Sida and UNDP last fall in New York. A clear message came out of this workshop: for most Members, design and implementation of performance management systems are new areas where many agencies are in the early stages of the learning curve.

31. During the discussion it was suggested to continue to exchange information and share experience gained with performance management systems. Although Members had different views on the urgency in starting joint work, it was agreed that analysis on this area should continue and results from the workshop be fed into the planned work performance management systems (see item VIII).

*African regional seminar* [Room Document No. 14]

32. Mr. M.H. Manai (African Development Bank) presented the main outcomes of the seminar on Building Evaluation Capacity in Africa held in Abidjan on 16-19 November 1998. The seminar indicated that several African countries improved their evaluation capacity in the 1990s and are actively considering new approaches to reinforce their capacity.

33. During the seminar, suggestions on ways to strengthen evaluation capacity in African countries were put forward, including the use of field operations, and more extensive contacts with African countries to identify the demand. It was also underlined that evaluation is an important tool for public management, and an integral part of good governance. At the seminar, it was agreed that a joint training centre for developing capacity in evaluation in Abidjan would be created, with the support of the World Bank.

34. Results of this meeting will be fed into the work on partnership in evaluation, since appropriate evaluation capacity is a prerequisite to implementing partnerships between donors and recipient countries. As this seminar was considered highly successful by most participants, the Chair asked Members and regional banks to consider the possibility of co-sponsoring similar regional meetings on a yearly basis.

*c) Assistance for peace building and conflict resolution* [Room Document No. 10]

35. Few Members of the WP-EV have initiated work to evaluate the impact that development assistance can have on peace building and conflict resolution. Mr. H. Breier (Germany) presented the state of the evaluation which BMZ is undertaking in six countries on the impact of development assistance in conflict situation (Room document No. 10). Preliminary findings from the analysis of these six field studies (Rwanda, Sri Lanka, El Salvador, Ethiopia, Kenya, Mali) show that democratisation, internal willingness to settle the conflict, volume of foreign aid and sufficient leverage on fighting parties determine the outcome of conflict resolution efforts. The Norwegian study presented by Mr. H. Kjekshus (Norway) based on different case studies (Guatemala, Mali, Sudan, Mozambique, and Burundi) reached similar conclusions (see Norwegian Assistance to Countries in Conflict, CMI, Norway and Relief Work in Complex Emergencies: The Norwegian NGO's experience, Norwegian Royal Ministry of Foreign Affairs).

36. Mr. H.S. Tse (Canada) briefly presented the ongoing work in CIDA to elaborate an approach for evaluating the impact that development assistance can have on peace building and conflict resolution. CIDA hopes to be able to build some significant indicators, which may facilitate the evaluation of peace building efforts.

37. It was clear from the discussion, that Members of the WP-EV are interested in developing joint work in this area. The Chair volunteered to attempt to stimulate some countries to take the lead and put forward a proposal for joint work, and possibly a workshop when more experience has been gained.

*d) Effective practices in conducting a multidonor evaluation* [Room Document No. 6]

38. The report on "Effective practices in conducting a multidonor evaluation" [Room Document No. 6] was introduced to the WP-EV by Mr. G. Britan (United States). The document was well received and Members recognised the importance of implementing joint evaluations effectively.

39. During the discussion, it was suggested to make the report more widely available as a Working Party document, once USAID has received additional comments by Members (deadline 15 February 1999). It was agreed that USAID and the Secretariat will consult on appropriate ways of making it publicly available.

*e) Website for the Working Party on Aid Evaluation* [Room Document No. 12]

40. The Secretariat presented a pilot project for a Website entirely dedicated to the work of the Working Party on Aid Evaluation. Members welcomed the initiative. The issue of an open or restricted Website was discussed.

41. It was decided to go ahead with the creation of a Website and to attempt to make it fully operative on 1 March 1999. Members were requested to provide suggestions or comments on the pilot structure and content to the Secretariat by 20 February 1999. In the meantime, the Secretariat will investigate the possibility of operating a two part Website comprised of a public and a restricted area (the latter for Members only).

*f) Review of other items of the work programme and possible additional suggestions* [DCD/DAC/EV(99)2 and Room Document No. 9]

42. The Working Party reviewed other points of the Work Programme not covered by earlier agenda items. The Chair reminded the WP-EV that training seminars have been a useful means to build evaluation expertise in Member agencies. He therefore invited the Working Party to consider the possibility, if there was the demand, of organising a new training seminar in the near future, building on past efforts.

43. Ms. E. McAllister (World Bank) introduced the proposal for a glossary of terms used in evaluation. This glossary should be completed rapidly, preferably within a year, if possible. It would have to be available in the two official OECD languages and possibly in others languages (e.g. German and Spanish). The WP-EV decided to include this activity in the work programme.

44. As a first step, it was agreed to undertake a desk review of glossaries. The World Bank will lead work in collaboration with the Secretariat and Members who have expressed interest in taking part in a task force (France, Netherlands, United States and UNDP). As work proceeds and the structure and the content of the draft glossary is available, it will be circulated to the Working Party for comments and discussed at an appropriate occasion.

**XI. OTHER BUSINESS** [ROOM DOCUMENT No. 11]

45. The Chair noted that at present the Working Party does not meet sufficiently frequently, given the amount of work it carries out. So as to rectify this shortcoming, he invited Members to consider the possibility of enabling volunteer countries to host a meeting of the Working Party on a rota basis; in this way it could gather every 6 months. While some first reactions by Members were supportive others were more hesitant, and it was agreed to investigate formal and practical aspects of holding WP meetings outside the OECD.

46. Ms. H. Breier (Germany) reported on recent developments within the Federal Ministry of Economic Co-operation (BMZ) [Room Document No. 11]. Several other Members up-dated the WP-EV on current reorganisations which have implications for evaluation departments.

47. Mr. Ted Kliet (from Netherlands) informed Members that Ms. Hedy I. von Metzsch will leave the Group on her retirement from the Ministry for Foreign Affairs. The Chair noted that, as former Chair and representative of the Netherlands, Ms. von Metzsch had made many important contributions by to the work of the Group. Mr. M. Britan (United States) announced that Ms. Annette Binnendijk is retiring from USAID. The Chair thanked her for her much appreciated contributions to the Working Party, including recent work related to the joint multidonors evaluation paper.



**ANNEX ONE  
LIST OF DOCUMENTS**

<b>Item 1</b>	Draft Annotated Agenda	DCD/DAC/EV/A(99)1
<b>Item 2</b>	Summary record of the 30th Meeting	DCD/DAC/EV/M(98)1/PROV
<b>Item 4</b>	1998 Annual Report by the Chair	DCD/DAC/EV(99)1
<b>Item 5</b>	Guidance for Evaluating Humanitarian Assistance in Complex Emergencies	DCD/DAC/EV(99)3
<b>Item 6</b>	Planned Evaluations: Facilitating Exchange of Information and New Collaborative Efforts	Room Document No. 1
	Sector Matrix	Room Document No. 7
	Planned JICA's Major Evaluations	Room Document No. 13
<b>Item 7</b>	Donor Support for Institutional Capacity Development in Environment: Lessons Learned	DCD/DAC/EV(99)4
		Background Document No. 1
<b>Item 8</b>	Complementing and Reinforcing the DAC Principles for Aid Evaluation. Follow-up to the Review	DCD/DAC/EV(99)5
<b>Item 9a</b>	Country programme evaluation workshop	Room Document No. 2
<b>Item 9b</b>	Gender/WID evaluation	Room Document No. 3
<b>Item 9c</b>	Workshop on Evaluation of Development Assistance for Poverty Reduction	Room Document No. 4
<b>Item 10a</b>	Evaluation inventory	Room Document No. 5
<b>Item 10b</b>	Workshop on Performance Management and Evaluation	Room Document No. 8
	Outcome of the Regional Seminar and Workshop on Evaluation Capacity Development in Africa	Room Document No. 14
<b>Item 10c</b>	Note on the Current Evaluation of the "Impact of Development Co-operation in Conflict Situations"	Room Document No. 10
<b>Item 10d</b>	Effective Practices in Conducting Joint Multi-Donor Evaluation	Room Document No. 6
<b>Item 10e</b>	Website for the Working Party on Aid Evaluation	Room Document No. 12
<b>Item 10f</b>	Work programme	DCD/DAC/EV(99)2
	Proposal for a Glossary of Terms in Evaluation and Results Based Management	Room Document No. 9
<b>Item 11</b>	Germany's System of Evaluating Development Co-operation	Room Document No. 11

**ANNEX TWO  
LIST OF PARTICIPANTS**

**Présidente/Chair: Mr. Niels DABELSTEIN (Danemark/Denmark)**

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	<b>Ms. Anne KNOPP</b>	Permanent Delegation
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	<b>Mr. Paul FRIX</b>	Permanent Delegation
CANADA	<b>Mr. Hau Sing TSE</b>	Directeur Général, Direction de l'examen du rendement, Direction générale de la gestion centrale, Agence canadienne de développement int'l. (ACDI)
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	<b>Mme Monique HUGON</b>	Chargée de mission, Cellule d'Evaluation, Ministère des Affaires étrangères
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	<b>Mr. Guido LA TELLA</b>	Permanent Delegation
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<b>Mr. William E. STEVENSON</b>	Director, Operations Evaluation Group, International Finance Corporation (IFC)
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