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**Working Party on Aid Evaluation**

**DRAFT ANNOTATED AGENDA OF THE 31ST MEETING**

**to be held on 27 January 1999, starting at 9.30 and continuing on 28 January  
at the Château de la Muette, Paris.**

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**WORKING PARTY ON AID EVALUATION**

**DRAFT ANNOTATED AGENDA FOR THE 31ST MEETING**

The Working Party will meet on Wednesday 27 January from 9.30-13.00 and 15.00-18.00, and on Thursday 28 January from 9.30-13.00

1. **Adoption of the agenda** DCD/DAC/EV/A(99)1
2. **Approval of the summary record of the 30th meeting** DCD/DAC/EV/M(98)1/PROV
3. **Election of Chair and Vice-Chair**
4. **Annual report for 1998 by the Chair** DCD/DAC/EV(99)1
5. **Guidance for evaluating humanitarian aid** DCD/DAC/EV(99)3
6. **Planned evaluations** Room Document No. 1  
Room Document No. 7
7. **Lessons of donor support for institutional capacity development in environment** DCD/DAC/EV(99)4  
Background Document No. 1
8. **Complementing and reinforcing the DAC Principles for Evaluation of Development Assistance: follow-up to the review** DCD/DAC/EV(99)5
9. **Preparation of forthcoming workshops:**
  - a) *Country programme evaluation workshop* Room Document No. 2
  - b) *Gender/WID evaluation* Room Document No. 3
  - c) *Poverty reduction/evaluation* Room Document No. 4
10. **Review of other work:**
  - a) *Evaluation inventory* Room Document No. 5
  - b) *Outcome of recent meetings:*
    - *Performance management and evaluation*
    - *Africa regional seminar*
  - c) *Assistance for peace building and conflict resolution*
  - d) *Effective practices in conducting a multidonor evaluation* Room Document No. 6
  - e) *Website for the Working Party on Aid Evaluation*
  - f) *Review of other items of the work programme and possible additional suggestions* DCD/DAC/EV(99)2
11. **Other business**

## ANNOTATIONS

### SCHEDULE OF MEETINGS

**The Working Party will meet on Wednesday 27 January from 9.30-13.00 and 15.00-18.00, and on Thursday 28 January from 9.30-13.00**

1. The meeting rooms will be communicated to participants upon arrival at OECD Headquarters.
2. An informal Steering Group meeting will be held on Thursday 28 January from 14.30-16.30, in the same room as the Working Party meeting, to discuss preparations of the Workshop on Country Programme Evaluations scheduled for 11-12 March 1999.

#### **Item 3. Election of Chair and Vice-Chair**

3. In accordance with the rules of the Organisation, the officers of the subsidiary bodies shall be designated each year at the first plenary meeting. The current Chair and Vice-Chair are willing to continue their work, if members so wish, and stand for re-election. Nominations or views on this matter should be communicated to the Secretariat in advance of the meeting, preferably no later than 7 January 1999.

#### **Item 4. Annual report for 1998 by the Chair**

4. The annual report for 1998 by the Chair will, after review by Members of the Working Party, be submitted to the DAC Chair to provide feedback on progress in implementing the work programme. The Chair of the Working Party on Aid Evaluation has provided annual reports for a number of years and this practice has been encouraged by the DAC for all Working Parties as it provides a monitoring instrument for the Committee of subsidiary bodies.

#### **Item 5. Guidance for evaluating humanitarian aid**

5. This project is near completion and Members are invited to review a final draft. Consultations with NGOs and relevant UN agencies took place during 1998, notably with a review meeting in Copenhagen in January 1998. Members of the DAC Task Force on Conflict Peace and Development Co-operation have been provided with an opportunity to comment on the draft. The report is available as DCD/DAC/EV(99)3. After incorporation of possible final suggestions, the report will be published.

#### **Item 6. Planned evaluations**

6. In order to better structure and facilitate discussions on future evaluations and provide a basis for planning possible new collaborative efforts, the Secretariat has requested Members to communicate their evaluation plans. Based on the plans provided, the Secretariat has prepared Room Document No. 1. Furthermore, to facilitate the planning of joint sector evaluations, Denmark has updated the Sector matrix

based on information provided by Members [Room document No. 7]. This item has been moved up from its traditional place among the last items of the agenda to provide an opportunity for a fuller exchange.

**Item 7. Lessons of donor support for institutional capacity development in environment**

7. The Netherlands, which is the lead agency for this study, will introduce a final draft. In accordance with the decision of the last meeting, Members have been provided with further time for inputs and comments. A summary is circulated as DCD/DAC/EV(99)4, and the complete report as Background Document No. 1. The study will be shared with the DAC Working Party on Environment and Development. After taking into account any final suggestions, the intention is to publish the study.

**Item 8. Complementing and reinforcing the DAC Principles for Evaluation of Development Assistance: follow-up to the review**

8. Members have completed a major review of the DAC Principles for Evaluation of Development Assistance. A report bringing together the results of the two phases of the review and the background documents has been prepared as requested by Members at the last meeting and is distributed as a separate document.

9. At its last meeting, the Working Party concluded that the Principles remained valid and sound but needed to be complemented and reinforced in certain areas. As a follow-up to the discussion, the Secretariat prepared a draft note "Complementing and Reinforcing the DAC Principles for Aid Evaluation" which was sent to Members for comments on 15 October 1998. Members indicated support for the suggested work and provided a number of comments. A revised note is issued for discussion as DCD/DAC/EV(99)5.

**Item 9. Preparation for forthcoming workshops**

***a) Country programme evaluation workshop***

10. Following the discussion at the last meeting and the ensuing Steering Committee meeting, the Secretariat sent a note to Members on "The Structure and Content of the Proposed Workshop on Country Programme Evaluation" (dated 19 August 1998). A brief progress report on the status of preparations [Room Document No. 2] will be provided by Austria. The workshop is scheduled for 11-12 March 1999 in Vienna, Austria. Please note that the Steering Group for this workshop will meet on Thursday 28 January p.m. (see para. 2 above).

***b) Gender /WID evaluation***

11. Sweden will brief Members on the responses it has received to the Questionnaire sent out by Sida on 29 June 1998, and make suggestions regarding next steps and a suitable timing for the workshop to discuss the results of the review [Room Document No. 3].

***c) Poverty reduction/evaluation***

12. At the last meeting, Members expressed support for a methodological seminar, and the United Kingdom indicated its willingness to host such an event. The United Kingdom will present an outline for the seminar for consideration in Room Document No. 4. In planning this event, it will be important to take into account the conference foreseen by the World Bank in June 1999 on evaluation and poverty. The World Bank representative will present the current state of preparation.

13. Rather than being pursued as a separate activity at this point, it is suggested that a synthesis of evaluation results on poverty could be part of the agenda of the seminar to be hosted by the United Kingdom. The balance between retrospective desk study synthesis work and prospective work could then be considered. Moreover, the Working Party would have available the results of the Scoping Study prepared by the DAC Informal Network on Poverty Reduction.

**Item 10. Review of other work*****a) Evaluation inventory***

14. A report on the Inventory [Room Document No. 5] will be introduced by Canada. Participants will be invited to make suggestions on further improvements of the Inventory and on how Members can contribute to the build-up of evaluation knowledge contained therein.

***b) Outcome of recent seminars***

- ***Performance management and evaluation***

15. The representative of UNDP will be invited to briefly report on the Workshop on Performance Management and Evaluation, sponsored by Sida/UNDP, and held in New York on 5-7 October 1998.

- ***Africa Regional Seminar***

16. The African Development Bank will be invited to provide a brief report on the main results of the "Regional Seminar on Monitoring and Evaluation Capacity Building", held in Abidjan on 16-19 November 1998.

***c) Assistance for peace building and conflict resolution***

17. Following a recommendation by the DAC High Level Meeting that further work be undertaken in the area of peace building and conflict resolution, the Working Party has included this topic in its work programme. Although some exchange of information has taken place, Members have not yet defined a joint project in this area. At this meeting, Germany will brief the Working Party on its ongoing work on evaluation of assistance for peace building and conflict resolution with six country cases. Norway will briefly present the results of a recent evaluation of Norwegian assistance to countries in conflict.

*d) Effective practices in conducting a multidonor evaluation*

18. As lead agency for this effort, the United States has prepared a guide for donor agency managers involved in planning and implementing multidonor evaluations of development assistance programmes. This guide, presented as Room Document No. 6, builds on the discussion at the last meeting and further material and comments provided by Members. The Working Party may wish to consider making this document more widely available.

*e) Website for the Working Party on Aid Evaluation*

19. A Website for the Working Party is under construction. The Secretariat will briefly present the current situation and future plans.

*f) Review of other items of the work programme and possible additional suggestions*

20. Members are invited to review items of the work programme not already covered in the previous discussion and provide further suggestions or possible additions to the work programme.

**Item 11. Other business**

21. Members are invited to briefly present recent or planned future events and developments within their agency or Ministry.