

## Summary of the EVAL Release 1.3

Release date 17/07/2017

Release 1.3 offers several major improvements for the users. Please find below a description of the changes. Up-to-date [user manuals](#) and [e-learning videos](#) are available in the DEVCO Application Knowledge Base (for [internal users](#) and [contractors](#)).

### **1. Enhanced security access for both external reference group members and contractors**

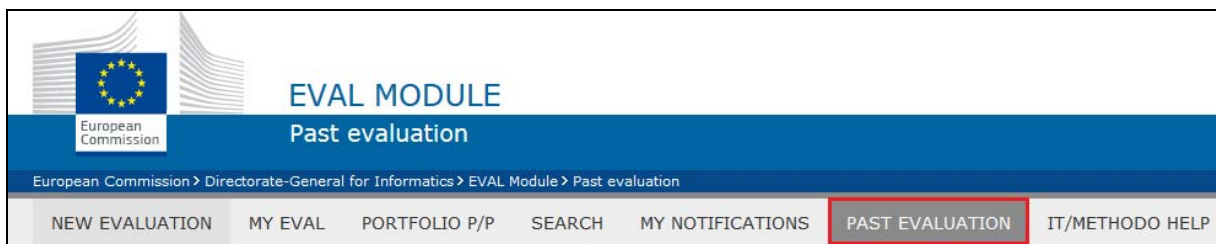
Contractors, team leader, experts, and external reference group members are now allowed to access the evaluation until the QAG – Quality Assessment Grid – phase included. They will have the possibility to consult the scoring of the QAG on the quality of the final report.

### **2. Encoding of past evaluations finalised between 01/01/2015 and 30/06/2017**

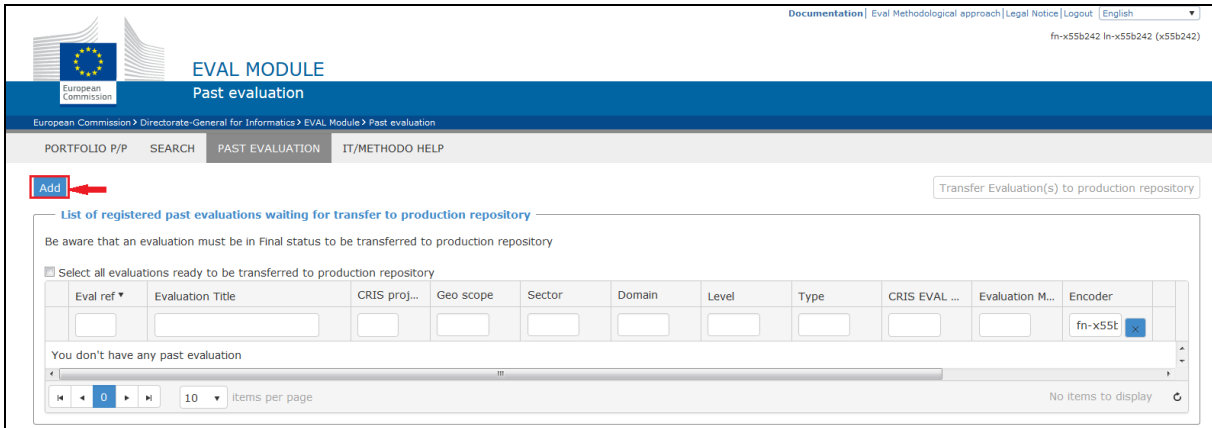
The main new functionality is the possibility to encode evaluations that are already closed.

This feature is particularly interesting because it allows you to encode the evaluations you have contracted in 2016 (mandatory), as well as evaluations contracted earlier and closed between 01/01/2015 and 30/06/2017. In this way, the EVAL database will be populated with evaluation reports including conclusions, and recommendations that you consider useful for your delegation or for your colleagues working in the concerned sectors.

A new tab is now available in the main EVAL menu: "PAST EVALUATION".

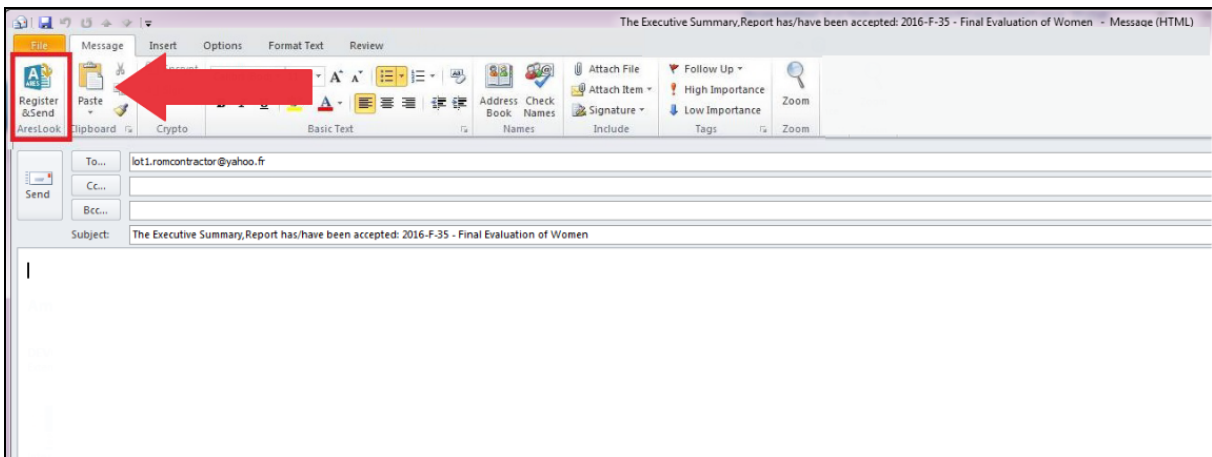


In the page displayed when selecting the "PAST EVALUATION" menu tab, an "Add" button allows you to encode a past evaluation. For details of how to encode a past evaluation, please consult the [step-by-step guide for Evaluation Managers](#) (chapter "How to encode a past evaluation").



## **2. Possibility to approve a report and simultaneously register its approval in ARES**

When you approve an evaluation report submitted by the contractor, a new Outlook e-mail message will pop up, with draft information already filled in by EVAL. You can adjust this message and attach the approved report. The "Register&Send" functionality will send the e-mail with the approved report to the contractor and to ARES at the same time.



## **3. Executive Summary templates now available in French and English**

At "Synthesis" phase, contractors can choose whether to upload the executive summary via a web form or PDF template.

- If they choose the web form, the PDF report is generated in English or French based on the language of the evaluation. Please note that templates are not available in Spanish and Portuguese yet, so the English template will be used instead;
- If they choose the PDF template, this will be available in both English and French. The mandatory executive summary, that the contractor has to fill in or upload, should be the one corresponding to the evaluation language. It will be the one from where the recommendations will be extracted to inform the follow-up phase.

General Evaluation stakeholders Management Library

Evaluation Management

Phase Synthesis

Documents

The mandatory documents of the phase Synthesis are the Final report and the Executive Summary. Please make sure you submit them for approval within the deadline.

| Select                   | EN                       | Title          | Version | Category          | Author               | Updated on | Status |
|--------------------------|--------------------------|----------------|---------|-------------------|----------------------|------------|--------|
| <input type="checkbox"/> | <input type="checkbox"/> | Executive S... | 1       | Executive Summary | Delphine SZKUDLARSKI | 28/03/2017 | Draft  |

Download selected documents

Upload Documents

The template for the Executive Summary can be downloaded below. Once filled in, it can be uploaded by clicking on "Upload pdf version". Alternatively, the Executive Summary can be filled in directly via this interface by clicking on "Executive summary web version".

Available Executive Summary PDF template

|                   | EN                       | FR                       |
|-------------------|--------------------------|--------------------------|
| Executive summary | <input type="checkbox"/> | <input type="checkbox"/> |

## 4. User experience improvements

### 4.1 When planning a new evaluation, the "General" tab is now displayed

The behaviour of the EVAL module when creating a new evaluation has been improved. As soon as you have filled the first screen of a new evaluation and you click on the "plan" button, the module redirects you to the "General" tab of the newly planned evaluation.

NEW EVALUATION MY EVAL PORTFOLIO P/P SEARCH MY NOTIFICATIONS PAST EVALUATION IT/METHODO HELP

Create new evaluation

Evaluation title\* Infrastructure evaluation

Level of evaluation\* Project/Programme Type of evaluation\* Final Managed by\* European Commission

Evaluation manager\* {Project/Programme Manager} fn-x55b242 ln-x55b242 Language\* English

Planned contract signature\* 06/09/2017

Project title\* HUMAN RESOURCES DEVELOPMENT PROGRAMME (RURAL TRAIN. CENTRES)

CRIS reference(s) of the project(s) or programme(s) covered by the evaluation

| CRIS ref | Title  | Zone benefiting from action | DAC Sector                  | Type of Aid |
|----------|--|-----------------------------|-----------------------------|-------------|
| D-7201   | HUMAN RESOURCES DEVELOPMENT PROGRAMME (RU... | Solomon Islands             | 11330 - Vocational training | -           |

Add CRIS ref\*

Fields marked with asterisk (\*) are mandatory

Plan evaluation

NEW EVALUATION MY EVAL PORTFOLIO P/P SEARCH MY NOTIFICATIONS PAST EVALUATION IT/METHODO HELP

A new evaluation is planned in EVAL module with reference: 2017-F-173

2017-F-173 - Infrastructure evaluation

Level of evaluation Project/Programme  
Type of Evaluation Final  
Managed By European Commission  
Evaluation Phase Planned

General Evaluation stakeholders

Evaluation data

Evaluation Title\* Infrastructure evaluation

Evaluation Budget\* Language\* English

Start date of activities\* 06/09/2017 Final Date for Implementation\* 06/01/2018

Geographical Scope Solomon Islands

DAC Sector Code covered (retrieved from CRIS) 11330 - Vocational training

Complementary Keywords Add

Comments

Evaluation schedule\* 0

Once a deadline has expired, the contractor cannot upload documents. Skip

Start preparatory phase 06/07/2017

Terms of reference 06/08/2017

Contract signature 06/09/2017

Inception report 06/10/2017

Desk report 06/11/2017

Field report 06/12/2017

Synthesis report 06/01/2018

Quality Assessment 06/02/2018

## 4.2 Improved interconnectivity with the ROM module

If the project covered by the evaluation was subject to a ROM review, the "General" tab of the corresponding evaluation will display the hyperlink to the "ROM reporting documents" tab directly in the ROM module.

- If the ROM review has been completed, you will be able to access the final version of the report;
- If the ROM review is still ongoing, EVAL will just display the link to the project information page in the ROM module<sup>1</sup>.

<sup>1</sup> The page is available only for users with permissions in the ROM module.

### 4.3 Quicker access to evaluation reports pending approval

The visibility of the evaluation reports pending approval has been enhanced: in the "Management" tab, the documents are now preselected by default.

General Evaluation stakeholders Management Library

Evaluation Management

Phase: Inception Deadline: 20/07/2017

Methodology Tips

Documents

The mandatory document of the phase Inception is the Inception Report. It has been submitted by the Evaluation contractor. You need to approve it or send it back for revision. Once the mandatory document is approved (set as final), you will be able to move the evaluation to the next phase (up to 'completed')

| Select                              | EN | Title            | Version | Category         | Author            | Updated on | Status    | Submitted on |
|-------------------------------------|----|------------------|---------|------------------|-------------------|------------|-----------|--------------|
| <input checked="" type="checkbox"/> |    | Inception Report | 1       | Inception Report | Valentina MARASSI | 21/06/2017 | Submitted | 30/06/2017   |
| <input checked="" type="checkbox"/> |    | Brief Report...  |         | Other            | Roshan ARA        | 24/11/2016 | -         |              |

Share selected documents with your stakeholders Download selected documents Upload Documents

Accept or send back mandatory documents

Select the mandatory document(s) and confirm if the mandatory documents are accepted or not agreed upon. Please note that if they are "not agreed", an explanatory comment is mandatory. Files with comments can be attached via Upload documents under "Comments on report" category.

The documents are  Accepted  Not agreed

Comments

OK

### 5. Access to Results Datasets at project level

Results datasets are available for selected projects that ended between 2013 and 2016. Results data should be used to support the evaluation process. Data is organised in spreadsheets by year and by entity in charge (Delegation or HQ Unit).

The spreadsheet(s) are available in the "Results Datasets" frame of the "General" tab of the evaluation.

Related EVAL and ROM reports, Results Datasets

| MODULE | Phase of EVAL                           | Project reference | Title of report and/or reference |
|--------|---|-------------------|----------------------------------|
| EVAL   | no EVAL associated to this project.     |                   |                                  |
| ROM    | Could not retrieve related ROM reports. |                   |                                  |

RESULTS DATASETS

| Exercise  | EU Delegation/HQ Unit in charge             | Project reference |   |
|-----------|---|-------------------|---|
| 2014-2015 | Human Rights, Gender, Democratic Governance | D-1121            | <a href="https://europa.eu/capacity4dev/sites/default/files/devco_b_01_rtt_epr2_2016-05-27.xls">https://europa.eu/capacity4dev/sites/default/files/devco_b_01_rtt_epr2_2016-05-27.xls</a> |
| 2013-2014 | Argentina                                   | C-1120, D-1120    | <a href="https://europa.eu/capacity4dev/sites/default/files/argentina_rtt_epr2_2016-06-06.xls">https://europa.eu/capacity4dev/sites/default/files/argentina_rtt_epr2_2016-06-06.xls</a>   |