

Draft proposal for adoption at

UBC Executive Board meeting, Rakvere, 24.5.2012

Subject: Establishing common criteria for evaluation of the Commission work

The UBC Strategy for years 2010-2015 states: “In order to energize UBC Commission work and optimize the use of resources, the Executive Board shall formulate common criteria for evaluation of the work of various Commissions. The amount of financial support to Commissions will be based on this evaluation.”

The Executive Board, in its meeting on 14.2.2012 in Brussels, decided to define common criteria for evaluation of the work of each UBC commission. It discussed the proposed criteria and sent them for comments to all Commissions and Member Cities. Furthermore, it decided that the final criteria, which will take into account the comments received, will be presented for adoption to the Executive Board meeting planned in Rakvere.

The Brussels Board further decided that an evaluation of the work of each Commission (covering years 2010 and 2011) will be conducted in accordance of the criteria decided upon the Executive Board. This evaluation must be carried out in good time so that its results can serve, together with the future action plans, as the basis for deciding the internal funding to various Commissions for the year 2013.

Furthermore, a similar evaluation of the work of the UBC Commissions will be carried out in 2013, when experiences of the first evaluation and its results will be taken into account and the procedures will be developed accordingly, if necessary. Results of evaluation in 2013 will form the basis of funding of Commissions for the years of 2014 and 2015. In the future, evaluation of the Commission’s work based on common criteria will be made every second year to follow the General Conference cycle.

The Presidium, together with the General Secretariat, is requested to instruct in more detail about the practical implementation of this decision.

Common criteria to be used

In line with the UBC Strategy, the Executive Board decides that following criteria will be used in evaluating results and effectiveness of the work of UBC Commissions :

1. Number of Member Cities participating in the meetings, projects and other work of the commission (list of member cities, names of their representatives with short description of their participation)
2. Number and relevance of meetings, events and other activities organized by the commission
Meetings, events and other activities organized by the Commission (lists of meetings, events

and other activities organized with short description of the main activities, lists of participants, main achievements of these meetings and events).

3. Financial and human resource contributions by Member Cities for the work and activities of the commission (detailed amount of funding with short information about purpose city by city, lists of contributions in human resources city by city,, paid staff of commission secretariats etc).
4. Outside funding for projects and other activities of the commission (detailed amount of funding by source, with short description of the activity)
5. Joint activities with other UBC Commissions and other organizations (list of such activities with short description including the role of the commission, for example as main organizer or participant).
6. Major results and achievements of the Commission's activities and its contribution to the implementation of UBC Strategy 2010-2015 (description of major achievements and results, including publicity, analysis about the commissions contribution to the implementation of UBC strategy).
7. Future plans for the development of the Commission's work (orientation with concrete initiatives, funding etc.)
8. Evaluation of results and relevance of the Commissions work by other stakeholders like Member Cities, other Commissions and key partners.

This evaluation will be carried out on basis of Activity reports submitted by each Commission to the General Secretariat and response to a questionnaire to be sent to each Commission, as well as peer group evaluation by Member Cities, other Commissions, Board members and relevant other organizations cooperating with the UBC.

Executive Board meeting in Rakvere 24.5.2012