

ML/24.1.2012

Draft proposal for adoption at

UBC Executive Board meeting, Brussels 14.2.2012

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.”

Furthermore, the Strategy states that the success is measured by:

- number of cities participating in the work of various Commissions
- amount of annual contributions by member cities
- amount of outside project funding
- number of paid staff in Commission secretariats.

Decision:

The Executive Board decides to

- define common criteria for evaluation of the work of each UBC commission. After discussing these criteria in the Brussels Board meeting, the draft criteria will be sent out for comments to all Commissions and Member Cities. The dead-line for answers is 15.5.2012, after which a final proposal for these criteria will be presented for adoption to the Executive Board meeting planned to be held at the end of May 2012.
- 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 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 2013.
- 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 Commissions work based on common criteria will be made every second year to follow the General Conference cycle.

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 work of the commission and the intensity of their participation (with details of this participation)
2. Meetings, events and other activities organized by the Commission and list of participants (with names of Cities, representatives, position etc).
3. Financial and human resource contributions by Member Cities for the work and activities of the Commission (detailed amount of funding, purpose, contributions in human resources, paid staff of commission secretariats etc).
4. Outside funding for projects and other activities of the Commission (source, activity, amount)
5. Joint activities with other UBC Commissions, other organizations and role of the Commission in these activities.
6. Major results and achievements (including publicity) of the Commission's activities and its contribution to the implementation of UBC Strategy 2010-2015.
7. Future plans for the development of the Commission's work.
8. Evaluation of results and relevance of the Commissions work by 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 answers to a questionnaire to be sent to each Commission, as well as peer group evaluation by Member Cities, other Commissions, Board members as well as relevant other organizations cooperating with the UBC.
