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Investing in rural people

Procedure for drafting and clearance of Evaluation Committee records

Note to Evaluation Committee members

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Evaluation Committee — Eighty-fifth Session
Rome, 10 October 2014

For: **Review**

Procedure for drafting and clearance of Evaluation Committee records

I. Introduction

1. At the eighty-fourth session of the Evaluation Committee, held on 2 July 2014, Committee members requested that a review be undertaken of the preparation and approval of the official records of Evaluation Committee sessions.
2. This document contains an overview of the rules of procedure governing the issuance of official records of Evaluation Committee sessions, the current practice and a recommended way forward.

II. Terms of Reference and Rules of Procedure of the Evaluation Committee

3. The Terms of Reference and Rules of Procedure of the Evaluation Committee of the Executive Board (EB 2011/102/R.47/Rev.1) foresee the preparation of reports and minutes of its sessions:

"2.3. The Evaluation Committee shall not vote but shall set out the views expressed by its members in the reports it submits to the Executive Board. Notwithstanding the foregoing, the Chairperson shall attempt to secure consensus in order to present in its reports to the Board, as far as possible, the unanimous views of the Evaluation Committee. In the absence of consensus, the minority views and opinions shall be reflected in the reports."

"2.5. The official record of the discussion and recommendations adopted during Evaluation Committee meetings shall be the Evaluation Committee minutes. The minutes shall be approved by all participating members and may be submitted to the Executive Board. The Chairperson will report to the Board on the deliberations of Evaluation Committee meetings."

III. Current practice

4. Summing-up notes are drafted by the Secretariat in-session and cleared by the Chairperson for the review of members prior to the closure of the meeting in question. These summing-up notes are then revised to reflect comments provided by members during the in-session review. The notes are used as the basis for the Chairperson's report to the Executive Board and the official minutes, which are formally approved at the subsequent Evaluation Committee session.
5. The preparation of summing-up notes is a practice that was introduced at the sixtieth session of the Evaluation Committee with a view to ensuring that the report of the Chairperson to the Executive Board reflected the consensus of the Committee to the greatest extent possible. This practice is unique to the Evaluation Committee.
6. The text of the Chairperson's report and/or minutes is aligned as closely as possible to the revised summing-up notes. Minor amendments may be made during language processing, and additional revisions may be made by the Secretariat after review of the verbatim of the deliberations. These changes are cleared by the Chairperson before finalization of the Chairperson's report and/or the draft minutes.

IV. Considerations

7. While the current practice provides the opportunity to agree on a basic text during the meeting, a number of issues related to the process have been highlighted, including:
 - Time constraints may affect the quality of the summing-up notes;
 - Review of summing-up notes at the end of a particular session is a time-consuming exercise with related opportunity and efficiency costs;
 - Attendance of all members during the in-session review is not guaranteed;
 - The summing-up notes represent an additional document, not foreseen by the Terms of Reference and Rules of Procedure of the Evaluation Committee, hence the need, in any case, to prepare draft minutes, which are submitted for formal approval at a subsequent Evaluation Committee session; and
 - Summing-up notes are reviewed in English only.

V. Conclusions and recommendations

8. The practice of drafting summing-up notes in-session will be discontinued. The drafting of reports and minutes post-session complies with the requirements of the Terms of Reference and Rules of Procedure of the Evaluation Committee of the Executive Board. Every effort will be made to produce these documents in a timely manner and to ensure consistency between the two documents.

A. Reports of the Evaluation Committee to the Executive Board

9. In accordance with rule 2.5 of the Terms of Reference and Rules of Procedure of the Evaluation Committee, "[t]he Chairperson will report to the Board on the deliberations of Evaluation Committee meetings." It is proposed that reports be drafted by the Secretariat as soon as possible after the conclusion of an Evaluation Committee session, bearing in mind proximity to the following Board session. The report, thus drafted and reviewed by IOE and other interested parties within IFAD, will be submitted to the Chairperson for her/his approval. The Chairperson may decide to circulate this report to other Committee members prior to its submission to the Executive Board.

B. Minutes of the Evaluation Committee

As a subsidiary body of the Executive Board, the Evaluation Committee could adopt the procedures applied to the preparation and approval of minutes of Executive Board sessions¹.

10. It is proposed that the Secretariat prepare draft minutes of Evaluation Committee sessions. These minutes will be reviewed by IOE and other interested parties within IFAD and will, upon approval by the Chairperson, be circulated to each member of the Evaluation Committee as soon as possible after the conclusion of each meeting. A period of two weeks will be allowed for the receipt of any corrections. Should no

¹ Rules 12.2 and 12.3 of the Rules of Procedure of the Executive Board state that:

"2. The draft minutes shall record the decisions of the Board and shall be circulated by the President to each member and alternate as soon as possible after the meeting, specifying a period within which corrections may be requested. If no such request is received within that period, the draft minutes shall be deemed to have been approved by the Board. In the event a request for corrections is received within the specified period, the President shall submit the draft minutes, together with the corrections requested, for approval to the Board at its next meeting or through other appropriate means.⁴

⁴ At its Sixth Session on 28 June 1979, the Executive Board requested the President to dispatch in the future the Minutes of the Board's sessions within one month of the conclusion of each

3. Any representative of a member or alternate may request that the views he expressed at a meeting be recorded in the minutes thereof."

request for corrections be received, the minutes will be deemed approved and will be disclosed on the Member States Interactive Platform. Should a request for corrections be received within the specified period, the draft minutes and proposed corrections will be submitted for approval to the following Committee session.

11. In any event, and in particular when time constraints relative to submission of a report to the Executive Board are not an issue, the Secretariat will aim to align the contents of the Evaluation Committee reports with those of the minutes to the greatest extent possible.