



## NINTH MEETING OF THE SCIENCE COUNCIL

ICRAF - Nairobi, Kenya - 27th March - 1 April 2008

# 9<sup>th</sup> Meeting of the Standing Panel on Monitoring and Evaluation (SPME)

PROVISIONAL ANNOTATED AGENDA - March 6<sup>th</sup> 2008

Standing Panel: Ken Fischer (Chair), Osvaldo Feinstein, Paul L.G. Vlek, Sirkka Immonen (secretary)

### THURSDAY 27<sup>th</sup> MARCH, 14.00 - 16.00 (LUNDGREN AUDITORIUM)

#### Item 1: Chair's Opening Remarks

#### Item 2: Review and Adoption of the Agenda

Document: *Draft Annotated Agenda*

#### Item 3: Minutes and Follow up Action from last SPME Meeting

Document:

*SPME8 minutes with action follow-up*

This agenda item aimed to ensure implementation/action of past deliberations. SPME Chair will refer to the meeting Agenda Items under which pending action will be discussed in detail. SPME will discuss regular reporting by Secretariat on activities between meetings.

#### Item 4: SPME strategy and Monitoring and Evaluation Strategy for the CGIAR System

The Standing Panel will discuss the overall planning, monitoring and evaluation in the CGIAR, particularly the components which are the SC's responsibility and are facilitated by SPME.

##### a) SPME strategy

Document:

*SPME Strategy FINAL DRAFT*

The draft document outlines SPME strategy. It was designed as a companion to a similar strategy document by SPIA. The main purpose of the document is to provide a "road map" to the activities of SPME, particularly to inform new SC and Panel members. SPME will discuss the draft SPME agenda and any revisions needed for finalising it. The components of the strategy requiring action will be discussed under the relevant items below on planning and M&E.

##### ACTION from SPME

- SPME will finalise the draft strategy for circulation among SC and final approval

##### b) Monitoring and Evaluation Strategy for CGIAR System and action plan for the M&E strategy

Documents:

- 1) *Strategy for CGIAR ME system DRAFT*
- 2) *Action plan for the M&E strategy (Draft Jan 21, 2008)*

SPME will discuss the overall strategy for M&E and the inter-linkages among the various planning and M&E components of the system. Items arising from the discussion relevant to different components of M&E will be further discussed under the relevant Items below. SPME will specifically discuss how the CGIAR M&E system can respond to the Centers' internal needs and donors' individual needs; inform the donors and contribute to harmonization of CGIAR donors' requirements and action in reporting and review.

##### ACTION from SPME

- SPME will finalise the draft M&E strategy for circulation among SC and final approval
- SPME will agree on an action plan for implementing changes in the overall planning and M&E for the System.

#### Item 5 Improving the External Program and Management Review (EPMR) process

##### a) Preparing the changes in the EPMR

Documents:

- 1) *Monitoring and Evaluation System for the CGIAR Centers, 2005*
- 2) *A check list of actionable items from the EPMR meta-study report*
- 3) *Action plan for the M&E strategy (Draft Jan 21, 2008)*
- 4) *Results of the post-review survey;*

#### 5) Note on proposal for involving CGIAR donors in EPMRs

The EPMR process was examined by SPME in 2004 and a revised policy was approved in 2005 (*Monitoring and Evaluation System for the CGIAR Centers*). It is important to take another look at how the EPMR can be improved. This process began with the Meta review of the EPMRs- conducted in 2007. As a follow-up to the review, ExCo has requested that: *The EPMR guidelines should be revised, building on the key findings and recommendations of the EPMR meta-evaluation*. SPME will discuss the conclusions and recommendations of the EPMR meta-report presented at the SC8 and key means and processes identified in the draft M&E strategy relevant to EPMRs. In addition SPME will explore new practices and examine opportunities for further improving the EPMR process; such as i) development of a rating system for EPMRs as requested by ExCo; ii) significant involvement of donors/investors in EPMRs; and iii) needs assessment to “count what counts”. The main output from this SPME activity will be a DRAFT of new Guidelines for conducting EPMRs to be presented to ExCo.

SPME will decide on next steps and a timeline for reviewing and revising the current TOR and Guidelines for EPMRs. In its deliberations, SPME will take into account the expectations in the 2005 M&E policy and whether there have been any obvious changes to EPMRs following this revised policy

#### **ACTION from SPME**

- Draft revised EPMR guidelines and TOR by SPME10 in collaboration with the CGIAR Secretariat
- Submit EPMR related drafts for “external review”
- Present proposed TOR to SC and for endorsement by ExCo
- Subsequent revision of internal guidelines

#### **b) Lessons from EPMRs**

Each EPMR Panel provides insights in programs and in monitoring and evaluation that have application across the system. Usually they are implemented by the one Center under review. SPME proposes that some of these could be captured and made more accessible to all members of the system. SPME plans to explore that concept and how to make it happen.

#### **Item 6: On-going and planned reviews**

##### **a) Update on scheduled EPMRs**

*Document:*

*Calendar and synopsis for EPMRs 2008-2012*

SPME will receive an update on the planning of the EPMRs of ICRISAT, IRRI and Bioversity International. SPME will review the EPMR calendar and discuss ways of spreading the future EPMRs more evenly across years to prevent another 2007.

##### **b) Social Science Stripe Review**

SPME will receive and update on the planning and implementation of the Social Science Stripe Review (SSSR) overseen by a SC task force.

#### **Item 7: Performance Measurement**

##### **a) Proposed changes to the PM measure of outputs**

*Document:*

*Draft note to rationalise the changes in the output indicator*

AT SC08 SC proposed to transfer the assessment of outputs from the PM process to a self assessment built into the CGMap MTP database. ExCo has requested clarification: *“Further analysis of the SC proposal to de-link the MTP output planning from the PM system is required. ExCo requested SC and the CGIAR Secretariat to submit a proposal to ExCo 14 that does not devalue but optimizes the utility of the PM System, maintains incentives, and ensures high output goals*. On basis of the draft note, SPME will discuss the document requested by ExCo.

#### **ACTION from SPME**

- Draft a proposal on changes to the PMS for the SC to submit to ExCo jointly with the CGIAR Secretariat

##### **b) PMS results in 2008 (closed session)**

*Documents:*

- 1) *Outcome assessment criteria and scoring*
- 2) *Cases of outcomes for discussion by SPME*

SPME will discuss measures needed for completing the SC’s task related to the PMS submissions in 2008 (commenting on Output indicator; assessment of Outcome indicator). SPME has strengthened its assessment of the outcomes. New guidelines and assessment criteria were provided to the centers and the details of the SC’s scoring were posted on the web site. The assessment is ongoing and can not be completed during the meeting. SPME will however review the process in the assessment and make plans for its completion on time for the results to be presented at ExCo14.

#### **ACTION by SPME**

- SPME will coordinate SC input to the PMS assessment in 2008 and lessons from 2008

##### **c) Modifications to the PMS**

*Documents:*

- 1) *Draft proposal for testing indicator 4D*
- 2) *Draft for developing a capacity building indicator*

SPME will discuss a) ways to strengthen the measure of research quality by testing of indicator 4D for publication quality; b) development of indicator for capacity building.

*ACTION by SPME*

- SPME will propose an indicator for capacity building
- SPME will make a recommendation regarding the potential indicator 4D on basis of the testing

**d) Development of PMS for CPs**

SPME has been requested to contribute to the development of PM indicators relevant to the CPs. SPME will discuss the specific aspects of the PMS as applied to the CPs and decide on next steps.

*ACTION by SPME*

- SPME will make recommendations regarding PMS for CPs

**Item 8: Medium-Term Plans**

*Documents: SC MTP review template 2007*

SPME will discuss the review of MTPs in 2008, including i) the monitoring progress in the overall alignment of the plans with the System Priorities; and ii) assessment of individual MTPs where some Center and CP MTPs were judged to warrant only a light treatment in 2008. SPME will also discuss the process for the SC to review Center and CP strategic plans.

**ACTION from SPME**

- SPME will revise the instructions for SC to review Center and CP MTPs in 2008.

**Item 9: Other business**