



director-general's bulletin

DATE: 17 June 2010

No. 2010/20

FAO'S EVALUATION COMMITTEE (INTERNAL)

The Evaluation Committee continues to serve as the internal forum for advice on policy matters pertaining to evaluation in FAO, and for review of evaluation plans, methods and procedures with a view to strengthening feedback from evaluation to strategic planning and results-based management.

With the creation of a new Office of Evaluation (OED), the adoption by Council of the Charter for the Office of Evaluation, and the organizational changes approved in the PWB 2010-11, there is a need to review the membership of the Committee.

The new Committee will comprise five permanent members: the Deputy Director-General (Operations), the Deputy Director-General (Knowledge), the Assistant Director-General, Technical Cooperation Department (TC), the Legal Counsel and the Director, Office of Strategy, Planning and Resources Management (OSP); and, rotating on a two-year term: the Assistant Directors-General of two technical departments and one Assistant Director-General/Regional Representative. There are no alternates. Other members may be co-opted as required by the Chairperson. The Director, Office of Evaluation (OED) will serve as Secretary.

I have designated Ms Lorraine Williams, ADG/Legal Counsel, to chair the Committee for the biennium 2010-11. I have also appointed Messrs M. Traoré and H. Ghanem to the Committee as the Assistant Directors-General of technical departments, and Ms M. Semedo as the Assistant Director-General/Regional Representative, for the same period.

The Committee is expected to meet at least once a year and additional meetings may be called by the Chairperson as required. The Terms of Reference of the Committee are attached hereto (Annex 1).

This Director-General Bulletin will come into force on 1 July 2010 and supersedes DGB 2004/34 – FAO's Evaluation Committee (Internal) of 17 December 2004.

Jacques Diouf
Director-General

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FAO'S EVALUATION COMMITTEE (INTERNAL)
TERMS OF REFERENCE

Objectives and Functions of the Committee

The Committee advises the Director-General and the Office of Evaluation on matters pertaining to evaluation in FAO with respect to the Organization as a whole and to normative and country development work. Its aim is to assist the Organization in implementing an evaluation regime which is efficient and responsive to the needs of both the Organization's members and its secretariat. Such a regime will serve the interests of organizational improvement and requirements for substantive accountability, in accordance with a results based management framework. In line with the decisions of the Council, the Committee will ensure the independent role of the Office of Evaluation within FAO, endeavour to assure the quality of work and will review and advise the Director-General on all policy matters pertaining to evaluation. The scope of the Committee's work shall include:

- a) advice on the implementation of decisions of the Governing Bodies on evaluation;
- b) maximising the benefits from evaluation in feed-back to planning, programming and management decision making;
- c) review of the coverage of evaluation, proposals for the evaluation work programme and the terms of reference of major evaluations;
- d) review of management's response to reports of major evaluations for consideration by the Governing Bodies;
- e) assessment and oversight of progress in implementation of management follow-up actions to evaluations;
- f) advice on the adoption of measures to ensure the Office of Evaluation applies international quality standards to its work; and
- g) review of available resources for evaluation in the light of the Organization's needs.

Reporting and Authority

The Committee reports to the Director-General. The Committee will have the authority to obtain all necessary information and consult directly with the Director, Office of Evaluation (OED) and OED staff. The Committee may also obtain independent professional advice and secure the attendance of outside persons with relevant experience and expertise if considered necessary.

Frequency of Meetings

The Committee will meet at least once each year; additional meetings may be called by the Chairperson as required. Meetings will in particular be called as necessary to prepare for and follow up on evaluation items on the agendas of the Governing Bodies.

Composition of the Committee

The Committee consists of eight members follows:

<ul style="list-style-type: none">• Five Permanent members:	Deputy Director-General (Knowledge) Deputy Director-General (Operations) ADG Technical Cooperation Department Legal Counsel Director, OSP
<ul style="list-style-type: none">• Two ADGs of Technical Departments on a rotational basis for a term of two years	
<ul style="list-style-type: none">• One ADG/Regional Representative on a rotational basis for a term of two years	
<ul style="list-style-type: none">• Secretary (non voting):	Director, Office of Evaluation

The Director-General will designate the Chairperson of the Committee. There are no alternates. Other members may be co-opted as required by the Chairperson.

Quorum

The presence of all members at each meeting is expected (the ADG/Regional Representative by prior correspondence through e-mail or through telephone/video link during the meeting). The Chairperson will, however, determine whether attendance at a given meeting is sufficient for the agenda items under consideration and thus declare whether the quorum has been met.