



International Organization for Cooperation in Evaluation..... Building Networks

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**Annual General Meeting - Draft Minutes**

**Tuesday March 29, 2016 via webinar EST**

<b>Board Members</b>	
Ziad Moussa	President & EvalMena
Marie Gervais	Vice President & RFE
Larry Bremner	Treasurer & CES
Dorothy Lucks	Secretary & AES
Natalia Kosheleva	Outgoing President & IPEN
Djelloul Saci	AfrEA
Jennifer Bisgard	AfrEA
Esteban Tapella	ReLAC
Mallika Samaranayake	CoE South Asia
Pablo Ridriguez-Bilella	ReLAC
Riitta Oksanen	EES
<b>Staff Members</b>	
Lynn Burgess	IOCE Secretariat
Asela Kalugampitiya	EP Coordinator
Jim Rugh	EP Coordinator
<b>VOPE Members</b>	
Adema Zholdoshbekova	Kyrgyz MandE Network
Dione Hills	
Ian Hopwood	SenEval (Senegal)
Katerina Stolyarenko	Ukrainian Evaluation Association
Khalil Bitar	Palestinian Evaluation Association
Lennise Baptiste	Caribbean Evaluators International
Martha McGuire	CES (Canada)
Meegan Scott	Caribbean Evaluators International
Olga Schetinina	Ukrainian Evaluation Association
Qudratullay Jahid	Afghan Evaluation Society
Risto Ivanov	Macedonian Evaluation Network
Zdenka Nikolovska	Macedonian Evaluation Network



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### 1. Welcome by President – Ziad Moussa

Ziad welcomed everyone to the webinar. He mentioned a special hello and welcome to the four VOPE's that are meeting in Jakarta.

### 2. Approval of Recording Secretary

**Moved** by Ziad Moussa and seconded by Isha Miranda that Larry Bremner, the IOCE Treasurer, be accepted as the recording secretary.

**All in favour.**

**Motion carried.**

### 3. 2015 IOCE Annual Report – Ziad Moussa

Ziad presented a power point presentation outlining the annual report of achievements. The growth of IOCE has been exponential around the world.

Through the presentation Ziad thanked Dorothy Lucks and Mike Hendricks for their work on the strategic plan. Ziad presented the IOCE strategic plan.

Five key points were discussed based on the 2015 year. The Eval Year 2015 having a number of different participating countries and having had over 91 events across the globe that contributed toward the development of the evaluation agenda. Having the United Nations General Assembly resolution calling on the building capacity for the evaluation of development activities at the country level and having the declaration of 2015 named as the evaluation year was one of the greatest 2015 achievements. The Small Grants were presented. The professionalization of evaluation was presented via the IOCE website. The VOPE Toolkit was presented via the online version of the toolkit that is currently being translated into many languages. Ziad provided a description of IOCE and EvalPartners and its partnership and the achievements of the partnership for 2015. The grant revenue was presented by Ziad, he announced that a two year grant was awarded to IOCE through EvalPartners by the Government of Finland for 2016/2017. The Grant funding was presented by Ziad. He indicated that with relation to the funding he can announce that IOCE has now matured enough to handle its own finances. He reported on the two smaller funding's from the Mastercard Foundation as well as from Thomas Reuters. Ziad summarized that the revenue was good for 2015. Ziad presented the Executive Summary and the Agenda of the EvalAgenda2020.

### 4. 2015 Financial Report – Larry Bremner, IOCE Treasurer

Larry presented the IOCE 2015 Financial Statement. He referred to page 8 of the Independent Audit Report which outlined the expenditures of the individual donor's revenue and made a motion to accept the statement.



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**Moved** by Larry Bremner and seconded by Jennifer Bisgard, that the 2015 IOCE financial statement be approved as presented by Larry.

**All in favour.**

Ziad requested that Larry review the expenditures prior to the motion being passed. Larry summarized a few points. Ziad indicated that the results of the audit put IOCE in line with the Canadian regulations as well IOCE has passed all external audits.

**Motion carried.**

The core budget for 2015 was presented to all members. Larry outlined that the revenue is derived from memberships. The net income presented is just under \$700. It was indicated that going forward IOCE would be looking at other ways to boost revenue to ensure that if the organization incurs an unexpected expense, the income is there.

**Moved** by Larry Bremner and seconded by Martha McGuire that the 2015 core budget for IOCE be approved as presented by Larry.

**All in favour.**

**Motion carried.**

**Moved** by Larry Bremner, seconded by Jennifer Bisgard that the 2016 audit be conducted by Nephin Winter and Bengly. .

**All in favour.**

**Motion passed.**

It was indicated that this is the second year that IOCE is using this firm, and that one firm should not be used for more than four years without going through a proper procurement process.

### **5. Presentation of Slate of Officers for 2016 – Ziad Moussa**

Ziad introduced the slate of officers for 2016 effective March 29, 2016 and each one presented themselves to the members.

- President: Ziad Moussa, representing the Middle East and North Africa
- Vice President: Marie Gervais, representing Canada and RFE
- Secretary: Dorothy Lucks, representing AES
- Treasurer: Benoit Gauthier, representing North America CES, effective July 1, 2016

He also introduced the IOCE Board members for 2016.



## **6. Update of IOCE/EvalPartners Initiatives – Ziad Moussa**

### **Small Grants**

Ziad reiterated that IOCE/EvalPartners has secured of some core funding from the government of Finland in the amount of approximately \$700,000 to be spread over the next two years. IOCE/EvalPartners competed with about 14 other organizations and we were the successful candidate. This core funding still allows us to continue with the small grants program. The previous round of small grants is finishing up now and prior to beginning the next round of small grants a series of webinars will be organized to learn how the VOPE's are working on documenting the global evaluation agenda.

### **VOPE Toolkit**

Jennifer Bisgard presented on the VOPE Toolkit. Since January 1, 2015 there has been 2839 sessions on the VOPE Toolkit. The VOPE Toolkit is a useful resource for setting up and administering the role of a VOPE. There has been nearly 2000 users and more than 11,000 page views since the launch. The contract with the current service provider came to an end on February 29, 2015 and the team is contemplating continuing service with this provider. The toolkit is currently in English, French Spanish and next to be developed in Arabic then Asian. There has been a report created with regards to the outcome of the toolkit that was sent to Lynn. It will be distributed. Isha requested clarity on what the role of the private sector within a VOPE. Jennifer gave a general explanation and will work on providing clarity within the toolkit once a contract is in place with the service provider.

### **Mobility Grants**

In 2016/2017 if an eligible southern based participant manages to get their paper on the main program of one of the main conferences held around the world, and they cannot support themselves to attend and participate in this conference, they can make application for support to attend. This is an EvalPartners initiative, and there is a working group currently looking at the mechanics of application process eligibility etc. Once the framework is put together the announcement will be made.

## **7. Prioritizing Working Objectives for 2016**

### **Professionalization**

Riitta Oksanen indicated that arising from, Nepal IOCE has established a professionalization initiative network. This network is accessed through the IOCE webpage, on the homepage. A group covering the globe is being formed, being managed by Riitta. Riitta presented the capabilities of how information can be shared on the website for brainstorming and development. Riitta indicated that if any members had any documentation with regards to professionalization to share they could be send to Lynn for upload to the depository. There is a webinar planned for early May to discuss the workplan and how the work will be distributed also the different roles that can be played by the



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national and regional VOPES. Anyone who is interested in becoming involved in this should become active on the forum.

### **Global Evaluation Agenda**

Ziad reported that this agenda was comprised of upwards of 30 collaborative authors and 91 events between November 2014 and December 2015 with the main focus on improving evaluation over the next four years. Ziad thanked UNICEF for their contributions of language contributions and it shall be announced very soon. Several webinars and brainstorming calls are to be expected from IOCE regarding what was learned from the small grant programs and how we can be recognized at the national level. Open call for ideas. Aru suggested looking at what can be done to assist VOPE's, by creating a document that outlines what the VOPE's challenges are. There was a suggestion from Florence that a journal of sorts could be created regularly which would include information for VOPE's to assist them with the challenges they regularly face. Jennifer responded indicating that the goal of the VOPE Toolkit is just that, to assist the VOPE's and perhaps the information should be regularly monitored so that it is current with the challenges at hand for VOPE's. Ziad indicated that there should be three IOCE newsletters published this year. Valerie brought up the financial issue that VOPE's face with regards to sending and receiving money. Ziad assured that IOCE could act on behalf of the VOPE's to assist with the financial issues.

### **Questions and Suggestions Online Consultation**

Ziad presented both the conceptual and operational questions and suggestions. He summarized the five conceptual and five operational categories. Participants of the meeting were called upon to comment on how IOCE could provide support. One comment was surrounding the hubs of excellence that the regional VOPE's are expected to create. Ziad indicated that the goal will be to mirror Eval Partners' structures at both the national and regional level in order to have a strong united voice. Ziad indicated that there would be opportunities for VOPE's to learn from each other in the coming year through seminars. IOCE will be supporting any opportunity to strengthen the roles of young and emerging evaluators. Ziad indicated that with respect to the issue of resource mobilization, there is a fundraising group looking at this issue. He also touched on the importance of promoting the use of evaluators. Ziad touched on the operational category and opened up the floor. There was some discussion about IOCE sharing information with VOPE's as well as strengthening the relationship between the VOPE's and the public sector and the need to encourage management response to evaluations. There was also discussion relating to training the trainers. This has been covered by the professionalization group. Ziad indicated that going forward new small grants programs will have to align with the IOCE GEA and the EvalPartners networks.



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**8. Presentation of Job Description for VOPE elected members to the IOCE Board**

The description will be sent individually to the members to review,

There were 63 individuals present at this meeting today. Meeting adjourned.

