

FIVE-YEAR EVALUATION OF UNAIDS

Evaluation Supervisory Panel (ESP)

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Bulletin (8) from the Chair
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ESP Attendance at the 12th Meeting of the UNAIDS Programme Coordinating Board (PCB) 29-31 May 2002

The ESP Chair Euclides Castilho and Vice-Chair Torild Skard attended the 12th Meeting of the PCB to present a Progress Report on the Five-Year Evaluation and to seek PCB guidance on some procedural issues.

In his oral presentation, the Chair noted that there were no preliminary findings to report to the PCB. At the time of the PCB, the Evaluation Team was in the process of analyzing the information from their extensive site visits into a synthesis report, as required by the Mandate for the Evaluation. The first findings are to be presented to the ESP in mid-June.

The Progress Report noted that the Evaluation is on schedule, but that some of the internal milestones have been adjusted. To provide additional time to the Evaluation Team for preparing the Draft Final Report (DFR), the ESP agreed to extend the original May 31st deadline of delivery of the DFR to the ESP by two weeks to June 14th. The document will be reviewed by the ESP at its fourth meeting in Beijing on July 15-18. The Evaluation Team will attend the meeting.

Based on feedback from stakeholders on the consultation process on the draft Inception Report, the timeframe for consultations on the DFR has been adjusted to allow more time for written comments (from early August to September 20th), and to hold a stakeholder workshop in mid-September as part of the consultation process.

Other milestones, i.e. delivery of the Final Report to the PCB Chair and UNAIDS Executive Director, by October 8th for discussion at the PCB in December 2002, remain the same.

The ESP confirmed to the PCB that the Written Outputs for the Evaluation will consist of a Draft Final Report (or synthesis report) of some 30 pages, separate annexes on the analysis of the three functional areas (advocacy for increased awareness and commitment, information to expand capacity and knowledge, coordination and better use of resources), and one on

organization, management and governance. In addition the DFR will have annexes for the nine country working papers. The Final Report will include, if required, an addendum on stakeholders comments that have not been incorporated into the Final Report. In addition, on delivery of the Final Report, the Evaluation Team will provide a short summary for a general audience.

Consultations on the DFR will be based on written comments and a stakeholder workshop. Invitees to the Workshop will be members and observers of the PCB and of the MERG (Monitoring and Evaluation Reference Group). The Workshop will be held in Geneva on September 12-13. The PCB endorsed the general objectives of the Workshop as: i) to review and clarify results of the Evaluation; and ii) to seek views on how to follow-up on the findings and recommendations.

The DFR will be distributed to stakeholders in early August, with an invitation from the ESP to comment on specific aspects of the DFR. Written comments received prior to the Workshop will be provided to Workshop participants for inclusion in the deliberations.

The PCB agreed to the ESP proposal for distribution of the DFR. The proposal is based on the need for meaningful consultation balanced with practical considerations of distributing voluminous documents in draft form, and the implications of circulating draft findings prior to verification from informants. Distribution of the DFR will be as follows:

- i) to invitees to the Stakeholder Workshop (noted above);
- ii) simultaneously, a notice will be sent to relevant UNAIDS Secretariat mailing lists that the DFR is available, and how to obtain a copy for the purpose of providing written comments;
- iii) access on request to annexes for those attending the Workshop or providing written comments;
- iv) The DFR will not be placed on the UNAIDS website.

I look forward to your active participation in the consultation process on the DFR beginning in early August. Your comments will be key for ensuring that the Final Evaluation Report will meet expectations of the PCB, as noted in its Decisions, Conclusions and Recommendations for the 12th Meeting -- "an opportunity for UNAIDS to take stock of and strengthen the UN system response to HIV/AIDS".

Enquiries, information or comments on the Evaluation can be addressed to the MST at the contact points noted in the letterhead. I will continue to keep you informed of any developments.

Euclides Castilho
Chair, Evaluation Supervisory Panel