

7th Evaluation Committee (EvC) Meeting

Sunday, Sept. 15, 2002, 14:00 – 17:00

Maison de la Chimie, Paris

Minutes

Attendees: Prof. G. M. Schneider (Chairman), Prof. R. G. Gilbert, Dr. F. Meyers,
Dr. D. S. Moore, Prof. O. M. Nefedov, Prof. J. Ralston
Secretary: Dr. J. W. Jost

1. INTRODUCTION

Prof. Schneider welcomed the group to the meeting and to the Maison de la Chimie. He extended a special welcome to the new members of the Committee. He then reviewed the Terms of Reference of the Committee and noted the previous meetings and their major outcomes. He pointed out that all of the Minutes and other reports of the Committee were available on the web site on the Committee's confidential page.

2. FINALIZATION OF THE AGENDA

Prof. Schneider reviewed the Agenda and asked if there were any additions, changes, or corrections. There were none and the Agenda was adopted as presented.

3. REPORTS OF THE COMMITTEE CHAIRMAN AND SECRETARY

Prof. Schneider reviewed for the benefit of the new members the work done at each of the six previous meetings and noted that the document prepared at the meeting in RTP on 12-13 January 2002 had been the result of the Committee's discussions for the previous four years.

4. INFORMATION ABOUT PRECEDING EVC MEETINGS

Prof. Schneider noted that the Committee over the past four years had defined how it would do its work of Evaluation by doing test evaluations of some sample projects. These sample evaluations had led to the establishments of a set of fundamental criteria to be used in evaluation of projects. The Committee had also concluded that its task was to provide an overview of the success, or lack thereof, of the projects carried out by the bodies of the Union. This overview would be summarized in a report for the Bureau and after discussion with the Bureau, a report to the Council. It had been decided that there was no value to providing evaluations of individual projects to the Bureau or Council. In certain cases, it might be useful to provide Division or Standing Committees with evaluations of individual projects if important lessons might be learned from that specific evaluation.

As was mentioned above the conclusions from the discussions of the Committee had been summarized in a report distributed to the Bureau and Standing Committee Chairmen not on the Bureau. Part of this report was a document called "Information for Task Group Chairmen". This document, revised for ease of use, was now available on the IUPAC web site and all new Task Group Chairmen were referred to this document in the letter they received informing them that their project had been approved.

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5. GENERAL DISCUSSION ON THE “GUIDELINES ON IUPAC CRITERIA FOR RETROSPECTIVE PROJECT EVALUATION” (WITH 4 ATTACHMENTS)

- Attachment 1: Standard Measures Report
- Attachment 2: Issues to be addressed (as appropriate) in Final Status Report
- Attachment 3: Information for Task Group Chairmen
- Attachment 4: Feedback

These documents were included as an attachment (15 pages) to the e-mail of the IUPAC Secretariat of March 27, 2002, to all EvC Members and in the Agenda book for the Bureau meeting.

The members of the Committee were asked to provide any comments they might have on the above documents to the Secretariat by the end of November.

Prof. Schneider noted that many members of IUPAC bodies were unclear about the role of the Evaluation Committee. He stressed the difference between evaluation for management of projects, which was the responsibility of the Division and Standing Committees, and retrospective evaluation, which was the task of the Evaluation Committee. As had been mentioned above, retrospective evaluation was intended to identify trends and general principles for the use of the Bureau, not to substitute for the responsibility of the Division and Standing Committees to manage projects.

There was then a general discussion of the nature of the report to the Bureau and the possible value of distributing it to Task Group Chairmen. It was pointed out that the report to the Council would be a public document and Task Group Chairmen could be referred to this report.

After some discussion, it was decided to define a project as being complete when there was at least a reference, such as a published document, available.

6. ORGANIZATION OF THE FUTURE EVC WORK

Dr. Jost reported that there were expected to be a small number of projects that had been approved under the new system that would be completed before the Ottawa General Assembly. The Committee could begin its evaluation work with these, even though two years would not have passed since they were completed.

7. MISCELLANEOUS

There were no subjects to discuss on this item.

8. DATE AND PLACE OF NEXT EVALUATION COMMITTEE MEETING

Dr. Jost reminded the members that the next meeting of the Committee would be at 9:00-13:00 August 13, 2003, Ottawa, Canada

9. CLOSING-ANY OTHER BUSINESS

Prof. Schneider thanked the members for their participation, and as there was no other business, declared the meeting ended.

Prepared by John W. Jost

Approved by correspondence 22 November 2002