

# CAPACITY BUILDING SUB-COMMITTEE

## PROCEDURE 5

### PERFORMANCE ASSESSMENT

**PROCEDURE 5** provides guidelines and rules to assess the performance of all CB efforts funded by the CBSC. The following procedure is valid for all kinds of projects **except** for technical visits. For technical visits the standard regulation of the IHO for “THE CONDUCT OF ADVISORY VISITS BY STUDY TEAMS DRAWN FROM MEMBER STATES OF REGIONAL HYDROGRAPHIC COMMISSIONS” shall be used instead, including the following subsections:

- Introduction
- Description of Maritime Activities
- Outline C-55 Analysis
- Proposals for Co-ordination and Capacity Building
- Proposals for Assistance
- Follow Up Action

To further improve CB the performance assessment is essential. Therefore the sponsored person or body has to provide a report. This report shall have the form according to this Procedure, giving an impression of the result and hints for further comparable projects. There shall be an evaluation by the CBSC as well, whether the money spent was worthwhile. This is important (in combination with the report) to assist further funding decisions from the same applicant and to improve similar projects.

#### Explanation:

**Part 1** of this document contains the **standardized procedure** that must be followed for all projects funded by the CBSC.

**Part 2** of this document provides the **report model** to be filled by the Project Leader of any CBSC funded activity.

**Part 3** of this document provides the **assessment model** to be filled by the Project Leader of any CBSC funded activity.



## PART 1

## STANDARDIZED PROCEDURE

**Procedure 5** is subdivided into four steps:

- 1) Monitoring of the project
- 2) Report
- 3) Assessment
- 4) Analysis

The performance assessment has to be related to the application and has to be as concrete as the objectives have been formulated.

**1) Monitoring of the project**

Monitoring is carried out by the relevant Regional Representative (internal body of each RHC and focal point, see Administrative Resolution T1.3) or another person appointed by CBSC under supervision of the Chair/Vice-Chair of the CBSC.

The Monitoring starts after the CBSC informed the RHC about the funding and ends when the project leader reported to the CBSC. The report on project realization itself lies within the responsibility of the leader of the project.

**2) Report on the project**

The leader of the project has to provide a report after completion, interruption or cancellation of the project, including an assessment of the project by all participants (i.e. attendees of training courses). After finalization it is sent to the CBSC with a copy to the relevant RHC.

The RHC, preferably through its regional coordinator or a CBSC member from this region should assess the results achieved, may add remarks and send them to the CBSC. The report must be prepared according to the model provided in the Part 2 of this procedure.

**3) Assessment (by the project leaders/organizers)**

The project leader is requested to assess the project itself and future perspectives. Assessment should be carried out according to the table provided by rating each performance indicator on a scale from 0 to 5, following the model presented in Part 3 (Assessment model).

Additional comments for more detailed explanation can be added in the table. The Project leader is invited to collect feedback from all other participants of the project if applicable.

#### 4) Analysis by CBSC:

The project should be analyzed by the CBSC in order to create a performance history which also may help to assist further funding decisions of the same kind. The analysis should be performed by a CBSC Member from the funded RHC (called "relevant CBSC Member").

The Secretary sends a copy of the report to the relevant CBSC Member by e-mail. The CBSC Member provides the Secretary with an analysis including the following information:

- Project number
- Project name
- Overall rating of the funded project (0-5)
- Remarks highlighting important or unusual aspect for example with respect to:
  - Improved National Capability
  - Deviation from the initial program
  - Cooperation (nationally and regionally)
  - Commitment of the funded persons/organizations to Hydrography
- Indication on whether there should be a discussion at the next CBSC meeting

A table of performance shall be maintained by the Secretary to include the overall ratings from the Assessment and the Analysis.



PART 2

REPORT MODEL

<b>Identification</b>	<b>Project Number:</b> (as assigned by CBSC)
Project Name:	

<b>Financial report</b>	<b>Resources</b>			<b>Comments</b>
	requested	allocated	spent	
Contribution by countries involved				
Contribution by other parties				
Contribution from CBSC Fund				
Total Cost (Euros)				
Breakdown of CBSC Fund expenditure (i.e. travel expenses, per diem, venue hire, etc.)				

<b>Results</b>	Just one text, possible topics listed
	Assessment and Comments
Date of start	
Date of finish	
Changes in scope or focus	
Results achieved (output, product, etc.)	
Comparison with the Achievements and benefits awaited	
Problems experienced	
Suggestion for improvement for similar projects	
Suggestion for follow-up projects	
Valuation	Results achieved in % according to the assessment criteria

CBSC Secretary

Project leader



PART 3

ASSESSMENT MODEL

Identification	Project Number: (as assigned by CBSC)
Project Name:	

	<i>Performance indicator</i>	<i>Mark</i>	<i>Comments</i>
-	Arrangements		
	Organisation of the project		
	Involvement(contribution) of		
	National partners		
	Regional partners		
	RHC		
	IHB		
-	Efficiency of the project		
	Goals achieved		
	Planned timing		
-	Future perspectives		
	Need of similar project (locally, regionally)		
	Impact on future development		
-	Procedure of CBSC		
	Application form		
	Support received		
	Follow up and reporting		

Each of the performance indicators indicated in the table is rated according to the scale provided:

- 0 = 0-20%
- 1 = 20-40%
- 2 = 40-60%
- 3 = 60-80%
- 4 = 80-90%
- 5 = 90-100%

\_\_\_\_\_  
CBSC Secretary

\_\_\_\_\_  
Project leader