



Checklist

Management Response to Evaluation Results

Taking a stand is about expressing one's own point of view about something e.g. issue, situation, facts and explaining it in an understandable, convincing and plausible way to other people, groups of people, interest groups or to the wider public.

In relation to evaluation results, its purpose is to provide the commissioners with the opportunity to express their point of view on the evaluation's findings, conclusions and possible recommendations – point of view that must, of course, be based on sound arguments. It is essential therefore that management can **state their opinion about evaluation results and possible recommendations as well as intended follow-up**.

A single management response per FOPH commissioned evaluation is drafted. Partners' participation in drafting the document is welcomed, given that it provides the basis for ultimately using the evaluation results. Ideally, the terms of reference should state whether or not the management statement should be drafted with or without the participation of partners.

Structure of the Management Response:

Introduction

- Makes reference to the motive, purpose and main evaluation questions (What is it?)
- Clarifies from who's position the statement is written (Who is writing?)
- States our own views on the evaluation results, including possible recommendations? (What do we think? What do we think is particularly important?)

Development

- Justifying our position with arguments (from the weakest to the strongest so that the argumentation is increasingly reinforced)
 1. Argument plus example
 2. Argument plus example....

Conclusion

- Reiterate the point of view stated in the introduction and formulate a conclusion based on the arguments previously developed.
In doing so, it is advisable to provide information on how the results will/are being used and how any recommendations that contribute to solving the identified problems will be dealt with. The conclusion also presents, as far as possible, concrete proposals for future actions.
- Date, signature (of a senior official)

For information, evaluation products and their relevant management response are available on line at: www.bag.admin.ch/evaluationsberichte