



## 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.

A management response to evaluation results must be understandable without previous knowledge ("stand-alone document")!

Structure of the Management Response:

## Introduction

- Makes reference to the motive, purpose and main evaluation questions (What is it?)

## Main part

Key findings of the evaluation (one paragraph, condensed to the essential)

### Dealing with the recommendations of the evaluation

- Brief mention of the most important concrete results/findings that lead to recommendation 1 (avoid unnecessary redundancies to key findings)
- Recommendation 1 of the evaluation (original text)
- Position of the evaluation commissioners with justification. If possible, concrete proposals for follow-up action should be briefly presented (What concrete actions are deduced?).
- Ditto with regard to recommendation 2

## Conclusion

- It is advisable to provide information on how the results generally will/are being used and how recommendations will be dealt with (→ importance, → urgency).
- Date, signature (of a senior official)

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