

Collaboration in Practice

Evaluation Group Terms of Reference

Draft December 1, 2013

A. Evaluation Group Role

The Evaluation Working group will be responsible for developing the evaluation framework and evaluation tools to support the implementation of the Collaboration in Practice agreement.

B. Evaluation Group Membership

The Evaluation Working group will be made up of a minimum of one representative from each of the five communities. A balance of representation is needed between the two sectors.

Members will be selected by their organization and will hold the responsibility for a minimum of one year.

The initial Evaluation Working Group as of December, 2013 includes:

	CAS	VAW
Dufferin		
Halton		Tricia Porter, Halton Women's Place
Peel	Catholic Family Service Peel Dufferin (VAW),	Lynn Ward, Armagh
Waterloo	Jill Stoddart, Family & Children's Services of Waterloo Region (possibly available as a resource TBC)	Mary Wilhelm, Woolwich Counselling Centre
Wellington		Marian MacLean, Kate Power, Family Services Guelph

Resources:

- Ilda Gizas, Program Supervisor, Ministry of Community and Social Services, Central West Region
- Joan Riggs, Catalyst Research and Communications

C. Evaluation Group Responsibilities

Elements	Details
Evaluation Framework	Develop a Framework that describes what will be evaluated, what will be the evaluation tools used and how the data will be analyzed and used.
Evaluation Tools	Develop specific evaluation tools that are appropriate for each part of the process including benchmark assessment tools.
Analysis of evaluation results	Ensure the evaluation results are compiled and analyzed and reports are developed to support continuous implementation

D. Logistics

1. Meetings will be held as needed with a minimum of four meetings in the calendar year 2014.
2. The meeting schedule will be planned at the first meeting.
3. The meetings will be held at the most central location for the attendees or will be conducted as a conference call.
4. Minutes will be done at all meetings and circulated to all of the signatory organizations.
5. The minutes will be sent to the Reference Group for transparency and identification of issues that need broader discussion.
6. Quorum is 50% of the committee members.
7. Decision-making will be made by consensus using the 1 to 6 consensus model. (see attached)

E. Co-Chairs

There will be two co-chairs: one representing a Violence Against Women organization and one representing the CAS.

Consensus Model

In this approach, people are not simply for or against the decision, but have the option to situate themselves on a scale that lets them express their individual opinion more clearly. This model is usually used with a round, so that everyone in the meeting is given the opportunity to state where they are according to the following six levels:

- 1) Fully support.
 - 2) Support with reservations.
 - 3) Acceptable
 - 4) Will not block it, can live with it.
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- 5) Need more information or more discussion.
 - 6) No; cannot accept it.

If everyone is at level #4 or above, consensus has been reached.

If someone is at level 2, 3 or 4, they have the option of explaining their reservations. These can be addressed by the meeting, if the group wishes to. This is not absolutely necessary for achieving consensus if everyone is already at 4 or higher, but it usually improves the recommendation or suggestion being discussed.

If someone is at level 5, they have the obligation to explain what information or discussion they require from the group. If someone is at level 6, it is important for them to try to offer a solution that can accommodate their needs and the needs of the rest of the group.

In addressing someone's reservations, it is important to

- a) ask everyone for possible solutions (the person expressing the concern and the rest of the group both have a responsibility to find solutions), and
- b) ask people to suggest improvements or alternatives that meet the objectives of the entire group.

(This model was adapted from the BC Labour Force Development Board)