

Evaluation Committee Report to Council

The Evaluation Committee (EvC) was established by the IUPAC Bureau in March 1999. The present membership is: Gerhard M. Schneider (Chairman), Dr. John W. Jost (Secretary, ex officio), Robert G. Gilbert, David S. Moore, Oleg M. Nefedov, and John Ralston (see IUPAC Handbook 2002 – 2003, p. 23). The *Composition and Terms of Office* and the *Terms of Reference* are given in the IUPAC Handbook 2002 – 2003 (p. 315) (see also <http://www.iupac.org/standing/evc.html> where some additional links are given). At several Committee meetings the document „Guidelines on IUPAC Criteria for Retrospective Project Evaluation“ was finalized, the document being supplemented by four attachments. An additional EvC meeting will be held at Ottawa during the present GA.

Evaluation of projects takes place two years after the completion of the project. The evaluation procedure is described in detail in the *Information for Task Group Chairmen* (<http://www.iupac.org/projects/TGC-info.html#top>). The necessary documents are collected by the IUPAC Secretariat at due time. One of these documents is the *Standard Measures Report* that contains informations about duration, product, milestones, financial IUPAC support and a statistical summary on citations, book sales, hits on the web etc. Another document is a list of *Issues to be Addressed (as appropriate) in the Final Status Report*; here the Task Group Chairmen are asked for their comments concerning, e.g., the acceptance of the results and their effectiveness in the scientific community. An important point is how dissemination was made and how effective it was.

On the basis of the reports, the Evaluation Committee will prepare an individual summarized evaluation report for each completed project; here all projects will be evaluated that have been approved in 2000/2001 and those which follow. It is, however, well understood that the individual responsibility for project evaluation must reside within the responsible coordinating Division or Standing Committee – from the approval until its completion. The work of the EvC consists in a *retrospective evaluation of the completed project* only. The summarized individual evaluations will be given to the Task Group Chairman and to the responsible Division President/Standing Committee Chairman as well as to the Chairman of the Project Committee (PC).

In a separate *feedback report* of the Evaluation Committee, some more general remarks and statements will be given. They will assess the experience gained in the practical work of the EvC and might be useful for the future work of the Committee and other IUPAC bodies. This list will be regularly updated.

Finally the Evaluation Committee will also provide a report to the Bureau, and after approval by the Bureau, to the Council and the National Adhering Organizations in the form of general criteria, typical trends, summarized statements, selected recommendations and hints as well as highlights and examples for successful IUPAC projects.

In addition, the Evaluation Committee also worked out an *Information for Task Group Chairmen* (see <http://www.iupac.org/projects/TGC-info.html#top>) that is expected to assist a Task Group Chairman in planning, organizing and running a new project by giving hints concerning budget, outcomes (publications, books, workshops), dissemination, the retrospective evaluation procedure, helpful documents etc. The EvC considers this document as an important assistance for active IUPAC work after the restructuring of IUPAC.