Self-Assessment tool for Integrated Action Plan

For checking an Action Plan is integrated and for assessing progress

What is needed?

Time: at least 1 hour

Participants: group of stakeholders involved in the drafting of the integrated action plan

Material support: Excel spreadsheet of the self-assessment tool for action plan

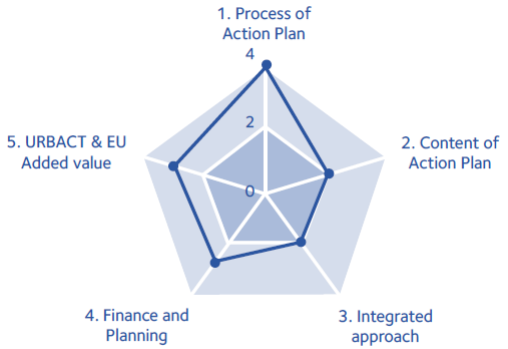
- Once a draft framework for the action plan is in place, it can be useful to check the content and ongoing production process. It will help to add useful elements to the plan and think about any gaps.

Go further in the assessment of your Integrated Action Plan by using the Self-Assessment tool for IAPs

URBACT has developed a tool for stakeholders groups to check their own progress as well as the integrated aspect of their action plan.

What for?

- To **assess** the work done by the stakeholder group
- To **discuss** the progress made
- To show areas for **improvement** in the action plan



Spider diagram resulting of the self-assessment

How to use it?

Step 1 - Fill in the excel table by giving a score to several indicators (between 1 and 5) and by indicating evidence for the score.

The indicators are grouped in the following main categories:

- **Process of action plan:** description of the method and of the consultation process
- **Content of action plan:** document organisation, strategy, objectives, problem analysis
- **Integrated approach:** balance from economic, social and environmental point of view, vertical and horizontal partnerships
- **Finance and planning:** use of financial instruments, relation with OP and other financial support
- **URBACT and EU added value:** link to exchange and learning activities, use of good practices from other cities, use of peer review for LAP.

Step 2 – Once the table has been filled in, the tool produces a **spider diagram** outlining strengths and areas for improvement.

Communication and dissemination

- **Sharing the results** of he self-assessment exercise with network partners in transnational meetings can provide useful learning and support other cities developing action plans on similar themes.

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1. PROCESS OF THE INTEGRATED ACTION PLAN			
Indicators	Score awarded out of 5	Evidence for score - why was the score given -	Indications for scoring
Description of how the action plan was developed with the partners	*0*		score 1: not addressed score 3: thin description score 5: clear outline of how the ULSG worked
Consultation meetings with stakeholders (beyond the core stakeholder group)	*0*		score 1: no meetings held with stakeholders score 3: small number of meetings score 5: meetings held with all stakeholders
1 Total Score	***0***		
2. CONTENT OF THE INTEGRATED ACTION PLAN			
Indicators	Score awarded out of 5	Evidence for score - why was the score given -	Indications for scoring
Organisation of document	*0*		score 1: no coherent structure score 3: some structure but no progression score 5: clear logical progression from description of situation to problem analysis to proposed actions
Coherence of objectives with actions and indicators	*0*		score 1: solutions do not have link to problems score 3: not much linkage score 5: solutions and indicators relate clearly to problems
Evidence to support definition of problem	*0*		score 1: no data presented on problem score 3: some data presented score 5: full and comprehensive data presented
Problem analysis	*0*		score 1: no problem analysis score 3: weak attempt at problem analysis score 5: clear problem analysis based on evidence from data, causes and effects identified
Option analysis - does the plan show that other options were examined?	*0*		score 1: no other options looked at score 3: options identified but no evaluation score 5: different options have been considered and evaluated
Strategic goal with clear objectives	*0*		score 1: lack of clear goal and objectives score 3: some objectives but lacking clarity score 5: clear strategic goal and sub objectives shown in logical format
How well are the actions described? Do they give a clear picture of what is intended?	*0*		score 1: barely described, just headings score 3: some description of what is intended score 5: full description including rationale, nature of intervention, anticipated results
Use of indicators to measure anticipated results	*0*		score 1: no indicators score 3:indicators are mentioned but targets are not quantified score 5: full set of quantified indicators with milestones in specific section of action plan
2 Total Score	***0***		

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3. INTEGRATED APPROACH			
Indicators	Score awarded out of 5	Evidence for score - why was the score given -	Indications for scoring
Economic, social and environmental factors are looked at together	*0*		score 1:no consideration of other aspects score 3: two out of three are addressed (e.g. Social and economic) score 5: full integration of sustainable development in both conception of plan and delivery actions proposed
Contributions from range of agencies within the area to the action plan (horizontal partnership)	*0*		score 1:No engagement by other bodies (i.e. Only local authority involved) score 3: some engagement by other bodies score 5: all relevant departments and agencies are engaged
Contributions from higher levels of government in the action plan (vertical partnership)	*0*		score 1:no involvement of higher levels score 3:limited involvement of higher levels score 5:higher levels of government have committed to the plan, including financially
Actions from both ERDF and ESF type are included			
3 Total score	***0***		

4 - FINANCE AND PLANNING			
Indicators	Score awarded out of 5	Evidence for score - why was the score given -	Indications for scoring
Gantt chart showing actions and timetable	*0*		score 1:no clear timetable score 3:rough timetable score 5:fully developed timetable for life of action plan
Detailed financial planning	*0*		score 1:no costings of individual projects or actions score 3:some costings score 5: projects are fully costed with clear requirements for future years
Identifies and relates to specific measure in ERDF and/or ESF programmes	*0*		score 1:no identification score 3:programme identified score 5: specific measure and action identified
Financial support	*0*		score 1:no financial breakdowns at project level score 3:some breakdowns but unclear who pays for what score 5: contributions from different national and regional parties and from ERDF ESF measures identified
4 Total Score	***0***		

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5 - URBACT & EU ADDED VALUE			
Indicators	Score awarded out of 5	Evidence for score - why was the score given -	Indications for scoring
There is an explicit link to exchange and learning activities	*0*		score 1:no link score 3:some links score 5: stakeholders participated in exchange and brought back new ideas
IAP summary translated into English so that other cities can read and review	*0*		score 1: only available in local language score 3:summaries translated score 5: full version translated
Learning from good practice elsewhere in Europe	*0*		score 1: no evidence of learning from elsewhere score 3:some evidence of learning but not clear how this features in IAP score 5: evidence of incorporation of best practices in integrated action plan
IAP has been peer reviewed by other cities	*0*		score 1: no peer review score 3:some exchange but no review score 5: time set aside to present and review each others IAPs
5 Total Score	**0**		
Final Score	**0**		

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