



Self-assessment tool for Integrated Action Plans

For checking an Action Plan is integrated and for assessing progress

WHAT IS NEEDED?

Time: at least one 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.

URBACT has developed a tool for stakeholder 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.

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.

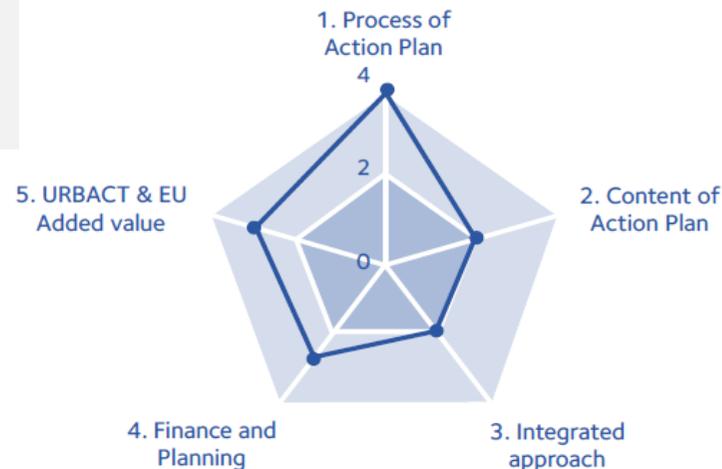
The indicators are grouped in the following main categories:

- > **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 & dissemination

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



Spider diagram resulting of the self-assessment

> A blank Excel version of the Self-assessment tool is available in the toolbox



| 1 - PROCESS OF ACTION PLAN | | | |
|---|----------|--------------------|---|
| Indicators | Score | Evidence for score | 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 | 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 ACTION PLAN | | | |
| Indicators | Score | Evidence for score | 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 plan |
| 2 Total Score | 0 | | |
| 3 - INTEGRATED APPROACH | | | |
| Indicators | Score | Evidence for score | 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 |



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|--|--------------|---------------------------|--|
| 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 | Evidence for score | 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 | | |
| 5 - URBACT & EU ADDED VALUE | | | |
| Indicators | Score | Evidence for score | Indications for scoring |
| There is an explicit link to exchange and learning activities | 0 | | score 1: no link score 3: some links score 5: ULSG members participated in exchange and brought back new ideas |
| LAP 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 LAP score 5: evidence of incorporation of best practices in local action plan |
| Plan 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 other's plan |
| 5 Total Score | 0 | | |
| Final Score | 0 | | |