

Self-assessment tool at a glance

New approach for in-depth assessment of events and other activities

Type of tool:	Events self-assessment
This tool is used in:	Latvia
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This tool is used for...

During the 2014-2020 programming period, the Latvian NSU is developing a new and more in-depth self-assessment method for assessing events and other activities. There is now **more emphasis on the qualitative assessment** of activities and systematic follow-up.

This approach is particularly useful for the assessment of a series of events (e.g. field trips, youth events, etc.) or complex programmes/activity-packages that involve many activities and people (such as the school programme run by the Latvian Network). The Latvian NSU plans not only to assess the outcomes of individual events (through a survey after each event), but also to carry out an assessment of the series of event or work package as a whole (based on target indicators) after a certain period of time. For instance, a youth programme is currently running (planned for 2 years) including a number of events. In this case, not only individual events are assessed, but a review is carried out after half a year, a year and at the end of the 2-year period in order to draw overall lessons and conclusions.

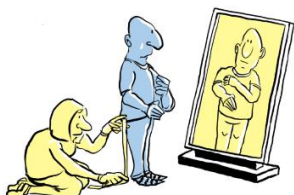
Regarding each planned event, the following information is collected and discussed between the event team and the management:

- Description of the event;
- Methodology and/or guidelines;
- Time-frame;
- Objectives and quantitative indicators (see example of quantitative indicator attached);
- Qualitative indicators and methods of data collection;
- Resources needed;
- Responsible person & support team.

This is how it works...

The method for events assessment is based on both qualitative and quantitative indicators and methods:

- **Information and explanation:** defining indicators and ways of benefitting from these.
- **Identification of existing information:** identification and use of existing information and reports.
- **Regularity of measures:** defining the regularity (e.g. 3-monthly, yearly) of assessment of events.
- **Qualitative methods:** self-assessment (brainstorming, open space groups, etc.) within the NSU team & using outcomes.



Self-assessment tool at a glance

Brainstorming sessions are used to assess qualitative aspects of events. These sessions are organised with the involvement of people who were active in the organisation and running of the events or work packages, such as members of the management, people involved in developing content elements, and those who run the event. Firstly, brainstorming events are organised prior to the events. For instance, such events were held prior to the organisation of events and activities within a network programme that aimed at awareness-raising among school children. The brainstorming sessions addressed issues such as: how to raise the children's interest, what education and skills children need, how to involve as many children as possible, through what kind of actions, etc. Secondly, brainstorming events are organised to find out about the usefulness of events, with a focus on the relevance and usefulness of those events.

The main advantages of using this tool are...

This approach can help to improve understanding about why we do things, who is gaining from it and what kind of gains we get as a network. It can also help long-term thinking, especially about the main goals that networks would like to achieve. This approach helps the network to move away from the simple assessment of outputs and the feedback forms from participants towards a more in-depth assessment of results.

Many networks run activities through (thematic) work packages that include several activities. These activities are often fragmented and it is difficult to see the overall outcomes and use. This is particularly true for networks with regional antennae or offices (such as the Latvian Network).

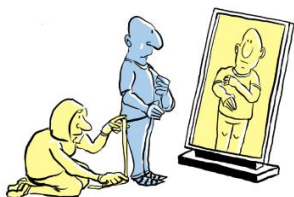
We've been facing some challenges while using this tool...

The definition of qualitative assessment of long-term goals is one of the most time-consuming and challenging tasks. Understanding the 'quality' aspects of activities is not an easy task, and sometimes specialist training is needed for those who are involved in this process. It is also challenging to set-up and manage a database that can integrate all relevant data through access of those involved in a specific activity. The Latvian Network is currently developing such a database.

We would also like to add that...

In Latvia quality training was organised for NSU staff by a quality manager to help to understand how qualitative aspects (processes) can be assessed.

Last updated: 15/01/2016



Annex: Sample of indicators & methods

Event	Quantitative indicators (outputs)	Qualitative assessment	Quantitative indicators (results)	Method of collection
Field trips (trips for experience exchange trips)	<ul style="list-style-type: none"> Number of field trips organised per year (Target: 22) Number of participants participating in each trip (Target: min 20) 	<ul style="list-style-type: none"> Views of people on usefulness of the event 	<ul style="list-style-type: none"> Share of participants who rated training '4' or better on a 1(poor) to 5(excellent) scale (Target: 70%) 	<ul style="list-style-type: none"> Survey (feedback form) after each trip – and follow-up surveys planned Summary of feedback form & brainstorming results after every 6 months
		<ul style="list-style-type: none"> Assessment of the real interest of those involved: e.g. are they working in field; are experts; have own business connected with the topic; planning to start similar business; working on similar projects, etc. 	<ul style="list-style-type: none"> Share of participants who are actively working on the topic of the field trip, (Target: 70%) 	<ul style="list-style-type: none"> Summary of results after every 6 months
		<ul style="list-style-type: none"> Assessment of the involvement and contribution of the network unit 	<ul style="list-style-type: none"> Share of field trips that are directly supervised by the Rural Network Unit (Target: 20%) 	<ul style="list-style-type: none"> Summary of results after every 6 months

