

# CANBERRA EVALUATION FORUM FACILITATION GROUP OPERATING PRINCIPLES

## Role of the Facilitation Group

The Facilitation Group undertakes the planning and coordination of the Canberra Evaluation Forum's annual Programme.

The Forum is facilitated by a group of volunteers who have an interest in evaluation in the public sector and dedicate their time to ensure that the forum attracts the best speakers and the most topical and interesting subjects. As a group of like-minded volunteers, the FG operates on an approach of inclusion, openness and cooperation.

## Responsibilities

- Develop and oversee the coordination of an annual programme of Evaluation Fora which enhance knowledge about evaluation in the public sector.
- Focus on developing networking opportunities and knowledge sharing within and outside of the evaluation community
- Ensure that the programme has broad representation across the different levels of government and diverse fields of Government policy and programme management.
- Develop ongoing relationships with relevant bodies to ensure cross-fertilisation of knowledge and expertise.
- Identify and act on emerging opportunities for the CEF and/or IPAA ACT to add further value in this area
- Providing advice for consideration by the IPAA Council on planned activities and proposed costs and benefits of the planned activities.

## Membership

Open to individuals who are interested in evaluation in the public sector to volunteer their time, share their knowledge, draw on their experience and use their networks to support the CEF's annual programme.

There are no formal membership requirements to serve on the Facilitation Group, however each member is expected to coordinate a minimum of 1 forum each year, in partnership with another member. A member of Council will attend the Facilitation Group as a representative of Council and as an observer. In line with IPAA committees, it is expected membership will be between six and eight members, although more members will be welcomed.

Additions and departures of members will be minuted, and a list of current members maintained.

## Meeting Frequency

On the second Thursday of every month.

## Quorum

There should be at least four members present for meetings. In respect of the annual planning meeting, this should be convened at a time which promotes attendance by all interested members.

## **Formal Roles**

While the FG operates on a collegiate basis, it is useful for practical purposes to identify the roles of Chair and Deputy Chair.

The Chair is responsible for chairing the FG meetings and ensuring that the upcoming sessions of the forum are conducted successfully. The Deputy Chair is an additional 'public face' for the FG, and takes the role of Chair when the Chair is not available.

The role of Chair will be agreed by the IPAA Council annually (or as required by resignation or other circumstances), following a call for expressions of interest from FG members. There is no fixed term. However, given the volunteer nature of the FG, there is value in considering the matter annually, recognising that depending on the changing circumstances of the volunteers and the benefit of periodic changes, terms of one or several years would be natural. A Deputy Chair will be appointed by the FG.

## **Minutes**

The Chair will ensure that the minutes of the meeting are captured and distributed to members with sufficient time for review.