



**Asia-Pacific
Economic Cooperation**

2013/SOM1/CTTF/021

Agenda Item: 11

Capacity Building Evaluation Form for Activities Implemented by CTTF

Purpose: Consideration
Submitted by: Australia



**28th Counter Terrorism Task Force Meeting
Jakarta, Indonesia
29-30 January 2013**

Capacity Building Evaluation Form
For activities implemented by the
APEC Counter Terrorism Task Force (CTTF)
(Version 2 – 16 January 2013)

Note

This capacity building evaluation instrument is a proposed draft prepared for consideration and possible adoption by CTTF. Economies are invited to provide feedback on this instrument to Australia (attention Leslie Williams: leslie.williams@dfat.gov.au) by 22 February 2013. The instrument will be further developed and refined in close consultation with other stakeholders, including the APEC Secretariat, the Project Management Unit and Business Management Committee's Small Working Group on Evaluation.

The design of this instrument has been guided by the need to make available an evaluation tool that is user-friendly and relatively simple to administer. It has also been formulated as an instrument that would, when administered, provide sufficient information to allow for some measurement of the effectiveness of a CTTF capacity building activity, particularly in terms of assessing how the activity has influenced the delivery of APEC's Counter-Terrorism and Secure Trade Strategy.

By no means is this proposed instrument a perfect tool and it has not been designed as a "one-size-fits all" approach to evaluating the effectiveness of capacity building activities. Project overseers intending to use this instrument will need to modify the questions to fit the particular nature and scope of their capacity building activities. The nature of the sample activity (an EPWG project) highlighted in this instrument is a training workshop where the scope of the project involves delivering training in two segments or phases with an inter-sessional period devoted to a home-economy assignment.

Purpose

Evaluating a capacity building activity is critical and is undertaken for several reasons. It can:

- render judgement on whether the design and delivery of the activity have effectively responded to the training needs and developmental challenges;
- help facilitate better understanding and improvements on how a developmental problem could best be addressed; and
- inform what outcomes the activity has managed to produce, if any, over the short, medium or even the longer-term period.

Objectives

This evaluation form will seek to capture your capacity building learning experience at three levels:

- the first level will be to gauge your reaction to the training conducted and resource materials provided at the workshop;
- the second will be to determine how you have applied the skills and knowledge acquired from the training to your work environment; and
- the third level will be to measure the impact or influence this capacity building has had on addressing particular problems or a set of issues as they relate to the targeted area of development.

Instructions

Participants are asked to:

- complete Section A immediately after the phase one workshop **[insert date]**;
- respond to Section B following the phase two workshop, currently scheduled in **[insert date]**; and
- finalise Section C in **[insert date]** - this final level will basically evaluate the end-result of the training, which can potentially only be known several months (6-12 months) from the completion of phase two.

Given that this evaluation process will essentially be implemented over a **[insert duration]** month period, participants are asked to retain this evaluation form during this period and submit the completed form to the organisers by **[insert date]**. Your cooperation in this matter would be greatly appreciated.

General Details

Activity Title:	Developing Governments' Capacity to Promote and Facilitate the Effective Use of Business Continuity Planning for Disaster Resilience		
Participant's Name: <small>(this information is optional)</small>			
Participant's Economy: <small>(this information is optional)</small>			
Please tick the sections you have completed:	<u>Section A</u> <input type="checkbox"/>	<u>Section B</u> <input type="checkbox"/>	<u>Section C</u> <input type="checkbox"/>

Section A

From the training provided in **Session 1** of the workshop, please rate and comment on the following questions:

1. How would you now rate your knowledge and understanding of the impact disasters have on businesses, communities and economies, compared with before the workshop?

- Significantly improved
 Moderately improved
 Not improved
 Unable to rate

Comments:

2. How would you rate the training materials in this session in terms of providing you with relevant and sufficient information on the nature, scale and consequences of disasters on businesses?

- Highly relevant
 Moderately relevant
 A little relevant
 Not relevant

Comments:

3. How would you rate the level of discussion in this session in terms of stimulating further thoughts and views on the importance of having greater awareness of the disaster risks to businesses?

- Highly stimulating
 Moderately stimulating
 A little stimulating
 Not stimulating

Comments:

4. Did you think that the session should have included any other information or details? If yes, please note what you think should have been covered as well in this session.

- Yes
 No

Comments:

From the training provided in **Session 2** of the workshop, please rate and comment on the following questions:

5. How would you now rate your knowledge and understanding of what business continuity planning is all about and why it is used to mitigate the impact of disaster on businesses and organisations, compared with before the workshop?

- Significantly improved
 Moderate improved
 Not improved
 Unable to rate

Comments:

DRAFT ONLY

6. How would you rate the training materials in this session in terms of providing you with relevant and sufficient information on the nature, components, formulation and use of business continuity plans?

- Highly relevant
- Moderately relevant
- A little relevant
- Not relevant

Comments:

7. How would you rate the level of discussion in this session in terms of stimulating further thoughts and views on the value of business continuity plans?

- Highly stimulating
- Moderately stimulating
- A little stimulating
- Not stimulating

Comments:

8. Did you think that the session should have included any other information or details? If yes, please note what you think should have been covered as well in this session.

- Yes
- No

Comments:

From the training provided in Session 3 of the workshop, please rate and comment on the following questions:

9. How would you now rate your knowledge and understanding of the role of government agencies and officers in promoting and facilitating the use of business continuity planning, compared with before the workshop?

- Significantly improved
- Moderately improved
- Not improved
- Unable to rate

Comments:

10. How would you rate the training materials in this session in terms of providing you with relevant and sufficient examples of the nature and role of government in promoting/facilitating the use of business continuity plans?

- Highly relevant
- Moderately relevant
- A little relevant
- Not relevant

Comments:

11. How would you rate the level of discussion in this session in terms of stimulating further thoughts and views on what governments should do to promote and facilitate the use of business continuity plans?

- Highly stimulating
- Moderately relevant
- A little stimulating
- Not stimulating

Comments:

12. Did you think that the session should have included any other information or details? If yes, please note what you think should have been covered as well in this session.

- Yes
- No

Comments:

DRAFT ONLY

From the training provided in Sessions 4-8 of the workshop, please rate and comment on the following questions:

13. How would you rate the usefulness of the session on identifying the barriers to promoting the use of business continuity planning?

- Highly useful
- Moderately useful
- A little useful
- Not useful

Comments:

14. How helpful were the comments and feedback provided by the workshop facilitator and experts in session 4?

- Very useful
- Moderately helpful
- A little helpful
- Not helpful

Comments:

15. How would you rate the usefulness of the session on addressing the barriers through action planning?

- Highly useful
- Moderately useful
- A little useful
- Not useful

Comments:

16. How would you rate the usefulness of the session on developing possible strategies and option?

- Highly useful
- Moderately useful
- A little useful
- Not useful

Comments:

17. How would you rate the usefulness of the session on initial stress-testing of the possible strategies and options?

- Highly useful
- Moderately useful
- A little useful
- Not useful

Comments:

18. How helpful were the comments and feedback provided by the workshop facilitator and experts in session 8 on the road to preparing the draft action plans?

- Very useful
- Moderately helpful
- A little helpful
- Not helpful

Comments:

19. Would you like to add any other comments regarding the training that has been delivered in phase one?

- Yes
- No

Comments:

From the overall training provided in Sessions 1-8 of the workshop, please rate and comment on the following question:

20. How likely are you to use the knowledge / skills acquired from this workshop in performing your work?

- Highly likely
- Likely
- Not likely
- Unable to rate

Comments:

Section B

This section is to be completed on **[insert date]**, **immediately after** the phase two training. The aim of this section is to understand the relevance and application of the capacity building to your area of work.

21. Did you apply the knowledge gained from the training to your work? If yes, please elaborate by providing examples of how the knowledge was used. For instance, the knowledge could have been used to shape the policies that your agency is crafting or to better inform the reform measures that your economy is undertaking.

Yes

No

Comments:

22. Did you apply the technical skills gained from the training to your work? If yes, please elaborate by providing examples of how the skills were used. These skills could include for instance the adoption of best practice techniques to assess risks; the use of good management procedures for the enforcement of regulation; or the application of analytical methods to determine the impact of a policy.

Yes

No

Comments:

DRAFT ONLY

23. Did you reach out to the training provider to seek additional information / guidance and/or technical support in the course of applying the knowledge / skills gained from this capacity building workshop?

Yes

No

Comments:

24. Did you face any challenges in course of applying the knowledge and/or technical skills gained from this workshop? If yes, please elaborate the nature of these challenges and explain how they were overcome, if at all.

Yes

No

Comments:

Section C

This section is to be completed at the end of **[insert date]**, several months after the phase two training.

25. What was the specific problem or set of developmental issues that you had hoped to address as a result of your participation in this capacity building activity? Please elaborate.

Comments:

26. How is this specific problem or set of development issues relate to APEC's Counter-Terrorism and Secure Trade Strategy? Please explain.

Comments:

27. Has the problem or set of issues been resolved? If yes or if the journey to resolve the problem is still ongoing, please explain how the capacity building training offered in this program contributed, influenced or made an impact on solving this problem or set of issues. Where possible, please provide your response in measurable terms. For instance, can you measure the number of BCP promotional or facilitation activities that your organisation has conducted to increase greater awareness of the use of BCPs among SMEs in your economy and is this a direct result of your own awareness of the importance of BCP following your participation in this training program?

- Yes
- Ongoing
- No

Comments:

28. How have you ensured that the benefits from this capacity building activity are sustained? In other words, what measures have you put in place to ensure that the actions taken to resolve the specific problem or developmental issues would be sustained? For example, have you secured senior management approval to adopt the proposed solution and ensured institutional commitment to resolving the problem? Please explain.

Comments:

29. What follow-up activity do you think is necessary, if any, in order to further support the sustainability of benefits resulting from this capacity building activity?

Comments: