



Checklist for evaluation managers

Kick-off Meeting of an External Evaluation

Once an external evaluation team has been contracted, the kick-off meeting marks the beginning of the phase “Accompanying the evaluation activities” (See [Phases in the management of evaluation](#), Federal Office of Public Health)

Those generally participating in the “kick-off” meeting include:

- the FOPH’s evaluation’s project manager (PM)
(staff member from the Evaluation and Research Service, meeting chair)
- member(s) of the FOPH entity responsible for the evaluation object (evaluand)
(representative(s) of the evaluation’s FOPH commissioning body, possibly with external stakeholders)
- the external evaluation team (EE)

Objectives of the Meeting

The kick-off meeting’s objectives are as follows:

- Introductions and getting to know each other
- Organisational details of the evaluation project are explained to all present, as are expectations regarding the evaluation process and products
- Remaining issues regarding the execution of the evaluation are resolved
- Procedures for accessing individuals (e.g. introductory letters) and/or other data sources are well defined.
- Relevant documents are handed over to the evaluation team
- Information about the Federal Council's guidelines on the consideration of gender in Federal studies and statistics has been provided.

Agenda

| Part | Time | Who |
|---|--------|----------|
| 1. Welcome / meeting’s objectives | 3 min | PM |
| 2. Introductions | 10 min | All |
| 3. Information up-date and issues with regard to the evaluation object (evaluand) | 10 min | All |
| 4. Understanding of the mandate and organisation of the evaluation project (Expectations vis-à-vis the evaluation; organisational chart and actors: roles, tasks, responsibilities, competences; communication rules during the project) | 10 min | PM |
| 5. Brief presentation of the objectives and different phases of evaluation management in the FOPH | 5 min | PM |
| 6. Clarification of the work procedure, timetable and deadlines as set out in the evaluation proposal (Who? What? When, How? With what? – data (incl. gender aspects), availability of data, methods, relevant documents, addresses, introductory letters for data collection, etc.) | 60 min | EE PM |
| 7. Next steps / summary for the minutes | 10 min | PM |
| 8. Meeting close | 2 min | PM |
| 9. Welcome / meeting’s objectives | 3 min | PM |
| 10. Introductions | 10 min | All |
| 11. Information up-date and issues with regard to the evaluation object (evaluand) | 10 min | All |
| 12. Understanding of the mandate and organisation of the evaluation project (Expectations vis-à-vis the evaluation; organisational chart and actors: roles, tasks, responsibilities, competences; communication rules during the project) | 10 min | PM |

At the end of the meeting, the FOPH’s evaluation project manager remains together with the external evaluation team to clarify their working collaboration as set out in the contract, as well as any other issues such as coordination, support, raising awareness of gender-appropriate language and accessibility, etc.