Parliamentary Series No.119

of
The Eighth Parliament of the
Democratic Socialist Republic of Sri Lanka
(Fourth Session)

INTERIM REPORT

OF

Select Committee of Parliament to study and report to
Parliament its recommendation to ensure National
Evaluation Capacity in Sri Lanka

Presented by

Hon. J. M. Ananda Kumarasiri
Deputy Speaker and Chair of the Select Committee

Ordered by Parliament of Sri Lanka to be printed on 20 February 2020.

Printed at the Department of Government Printing, Sri Lanka
To be purchased at the Government Publication Bureau, Colombo.
Committee

Hon. J. M. Ananda Kumarasiri (Chair)
Hon. A. D. Susil Premajayantha
Hon. Shehan Semasinghe
Hon. Kabir Hashim
Hon. Bimal Rathnayake
Hon. Lakshman Ananda Wijemanne
Hon. Kaveendiran Kodeeswaran
Hon. Mylvaganam Thilakarajah
Hon. Mayantha Dissanayake
Hon. Imran Maharoo
Hon. Sandith Samarasinghe
Hon. Malith Jayathilake
REPORT

The following motion moved in Parliament by Leader of the House of Parliament on 29 March 2019 was approved by the House.

Hon. Hon. M. Thilakarajah
Hon. Sandith Samarasinghe
Hon. Prof. Ashu Marasinghe
Hon. Bimal Ratnayake

Whereas, the United Nations General Assembly, by its Resolution ‘Building capacity for the evaluation of development activities at the country level’, No.A/RES/69/237, had declared the year 2015 as the International Year of Evaluation in building the capacity of countries for the evaluation of the development activities;

And whereas, the National Evaluation Policy (NEP) which was adopted by the Cabinet of Ministers of the Government of the Democratic Socialist Republic of Sri Lanka had launched by the Prime Minister on 17th September 2018 at EvalColombo2018, the conference entitled “Responsible Parliaments: Embracing Evaluation for Agenda 2030”, organized by the Global Parliamentarian Forum for Evaluation;

And whereas, the commitments made in the Colombo Declaration signed at the Parliament of Sri Lanka on 18th September 2018, to create an enabling environment to provide guidance to facilitate the establishment of National Evaluation Policies and mechanism;

And whereas, the evaluation has become important in the context of sustainable development goals adopted by the United Nations for which Sri Lanka is a signatory;

And whereas, all global partners and the donor agents have confined all their projects and programmes on the rules and measures of the evaluation;

And whereas, the Parliament of Sri Lanka through the discussions of the Sri Lanka Parliamentarians’ Forum for Evaluation chaired by Mr. Deputy Speaker has identified and recognized the relevancy and necessity of monitoring and evaluation mechanism for evidence-based law making, budgeting and oversight functions;
And whereas, as per Article 148 of the Constitution, the Parliament with vested power over public finance and budgeting on national development initiatives of the country through parliamentary procedures;

And whereas, the Parliamentarians should be well informed with up-to-date information about effective initiatives and development programmes through evaluation;

This Parliament resolves that a Select Committee of Parliament be appointed to look into and to make recommendations in respect of the following in order to ensure the National Evaluation Capacity in Sri Lanka:

(a) formulation of national policies and legislating laws in consultation with relevant line Ministries and agencies;

(b) guiding and coordinating the implementing institutions and agencies at national, provincial and local levels;

(c) encouraging public-private partnership in promoting a culture of evaluation;

(d) promoting the values of good governance and informed decision making through evaluations, while preventing corruption, mismanagement, and wasting;

(e) allocation of adequate domestic resources and finding international funding resources;

(f) sharing expertise and experience among countries at regional and global levels;

(g) examining outputs and outcomes of the existing oversight mechanism of the Parliament, mainly the functions of the Committee on Public Accounts (COPA) and the Committee on Public Enterprises (COPE), through the lenses of evaluation;

(h) setting up a Legislative Standing Committee for evaluation;

(i) extending the functions of the Parliament Research Unit to ‘Parliament Research and Evaluation Unit’ to facilitate the legislative and oversight functions of the Parliament;
(j) instituting a national entity to regulate and coordinate the National Evaluation Capacity;

(k) Establishment of a Panel of Experts and networks comprising academics, intellectuals and development and evaluation practitioners; and

(l) consideration of all matters which are connected with or incidental to the above subjects.

2. (a) That the Committee and its Chairman shall be nominated by the Speaker.

(b) That notwithstanding the provisions of Standing Order 95, the Committee shall consist of not more than seventeen (17) Members.

3. That the Committee shall have the power to –

(a) fix its quorum;

(b) send for persons, papers and records, may order any person to attend before Parliament or before such Committee, and to produce any paper, book, record or document in the possession or under the control of such person;

(c) verify or otherwise ascertain by oral examination of witnesses and examine witnesses upon oath or affirmation which the Chair of the Committee or a person specially authorized for that purpose may administer;

(d) conduct the meetings, in any parts of the country, outside the Parliament;

(e) obtain the services of Specialists and Experts in the relevant fields to assist the Committee; and

(f) make interim reports from time to time and to sit notwithstanding any adjournment of Parliament.

4. The Committee shall present its report within 6 months (6) of the date of its first sitting or such other or further time period as Parliament may grant.
2. **Chair and Members of the Committee**

According to the above motion, you were pleased to appoint the following Members, representing all parties in Parliament to serve the Committee with the Hon. J. M. Ananda Kumarasiri as its Chair.

Hon. A. D. Susil Premajayantha  
Hon. Shehan Semasinghe  
Hon. Kabir Hashim  
Hon. Bimal Rathnayake  
Hon. Lakshman Ananda Wijemanne  
Hon. Kaveendiran Kodeeswaran  
Hon. Mylvaganam Thilakarajah  
Hon. Mayantha Dissanayake  
Hon. Imran Maharoof  
Hon. Sandith Samarasinghe  
Hon. Malith Jayathilake

3. **Meetings of the Committee**

The Select Committee commenced its sittings on 8 May 2019 and held seven meetings up to the date of this report. Minutes of meetings are given at the end of the Report.

4. **Officials who assisted at Committee deliberations**

The list of officials who assisted at Committee deliberations annexed to this report as *Annex 01 and 02*.

5. **Persons who appeared before the Committee to give oral evidence**

The list of senior Government officials and other eminent persons who appeared before the Committee to participate in deliberations and make suggestions annexed to this report as *Annex 01 and 02*.
6. Achievements of the Committee

6.1. Draft a Bill on Evaluation

Having considered the status of national capacity for evaluation of development activities in the country and guided by the UN General Assembly Resolution 69/237 “Building capacity for the evaluation of development activities at the country level” (annexed to this report as Annex 03) and noting that the Cabinet of Ministers has approved an Evaluation Policy in 2018, the Committee recognized that implementing the policy and making evaluation effectively functional required an enabling legal framework. The Committee therefore, decided to draft a bill to be enacted in Parliament titled the “National Act on Evaluation of Development Interventions and Policies”. A Sub-Committee appointed under the Chairmanship of the Hon. Mayantha Dissanayake, MP and the Hon. Mylvaganam Thilakarajah, MP and the Hon. Sandith Samarasinghe, MP as Members to look into to expedite the preparation of the Bill.

The drafting commenced with the presentation of an initial concept to government officials and members of the civil society. Subsequently, a draft Bill was prepared through a consultative process. Consultations on five successive draft versions were held with senior officials from the relevant line ministries and representatives of professional organizations. Separate discussions were also held with the Mr. Tikiri Jayathilake, Asst. Secretary-General of Parliament, the Auditor General, and the Senior Staff of the Auditor General’s Department. Mr. V. Sivagnanasothy, the Secretary to the Ministry of National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development, and Youth Affairs, coordinated the consolidation of a final round of comments. Comments and suggestions were also requested and received from eminent internationally renowned leaders in the field of evaluation. Helpful comments were received from Mr. Marco Segone, Director of Evaluation UNFPA and former Chair of United Nations
Evaluation Group, Prof. Ian Goldman, Head of Evaluation and Research of South African Presidency’s Department of Planning, Monitoring and Evaluation, and from Manuel F Castro an international expert. All comments and suggestions were given due consideration and incorporated avoiding conflict of interest, and ensuring operational feasibility. The Deputy Legal Draftsman, Mr. S. Selvakunapalan gave guidance and advice in drafting the Bill and reviewed its final version.

The draft Bill is ready for submission to the Cabinet of Ministers. A copy of the Bill is attached as Annex 04. The Bill provides for the establishment of a National Commission on Evaluation to strengthen the role of evaluation in supporting the government’s efforts to realize the development goals in ways that are effective, efficient, sustainable, and leave no one behind. To this end, the Committee is to be vested with powers, functions, and duties to set standards, norms, competencies, and to ensure the independence, credibility, and quality of evaluations of public interventions and policies. The Committee is also entrusted with the responsibility of bringing the evaluation findings to the policymakers for informed decision-making.

The draft Bill stipulates the process of preparing national evaluation plans, commissioning evaluations, and the process of managing the evaluations identified in evaluation plans, by the officials in public authorities who would be assigned the function of evaluation. It stipulates the process by which public officials responsible for public investments assure quality, provide responses to evaluation recommendations, and develop plans to improve planning, funding, and implementation strategies. The salient feature of the Bill is that it is utilization-focused. It aims to promote the intentional and systematic use of evidence to improve the development interventions and policies of the Government.

6.2. Professionalization of evaluation

To professionalize evaluation, it is imperative that universities include the subject of evaluation at undergraduate and
postgraduate levels. Only the University of Sri Jayewardenepura (USJP) offers some training in evaluation, which is a one year postgraduate diploma. The Select Committee has taken steps to enter into an agreement with the UGC to establish a partnership with the University system to make high quality research available for legislative purposes.

To promote professionalization in the short term, the Centre for Evaluation of the USJP spearheaded the development of a training program on “Managing evaluations”. Managing evaluations is an essential competency for evaluation commissioners, evaluators, and public officers who would be assigned the responsibility for the evaluation function in their respective institutions as proposed in the draft Bill. The training program was developed by a former lecturer at Witwatersrand and University in South Africa. A group of 43 senior academia and public officers were trained over a three-day residential training program. The training was also used as a forum for recognizing the critical role that the universities can play in conducting evaluations as a tool for achieving development goals in the context of SDGs. For this purpose, two panel discussions were held with the participation of the Hon. J. M. Ananda Kumarasiri, Deputy Speaker, Prof. Sampath Amarathunga, Vice-Chancellor of University of Sri Jayewardenepura, Mr. V. Sivagnansothy, and Mr. Paul King, Chief of Party SDGAP.

This training was used as a pilot and to establish a small group of experienced professionals as trainers who would roll it out. The training module was designed to be used by the University of Sri Jayewardenepura to conduct short courses and to train academia and government officials. The training was replicated in Jaffna for senior lecturers at Jaffna University and planning directors in the Northern Province district secretariats. It is planned to conduct the training in other provinces to create basic awareness of evaluation and its management, ensuring quality assurance.
6.3. Capacity Development of the Parliamentary Research Unit (PRU)

The Select Committee noted the importance of the PRU in supporting the parliamentary functions of developing, assessing and voting legislation. PRU services are also essential for evidence-informed decision-making in budgeting and oversight functions. Many well-functioning parliaments are served by strong and comprehensive research services. Parliamentary research services offer a safe space where parliamentarians irrespective of political parties can ask questions and receive trustworthy responses. The PRU staffed by only 10 members is expected to serve the research needs of 225 members of Parliament. While all PRU members are qualified professionals in their own fields, they needed to be updated on core subject areas to achieve a shared understanding. The Select Committee, therefore, requested a Capacity Development Program (CDP) for the PRU staff. A consultant was assigned to design and implement the CDP.

The Capacity Development Program was designed and implemented in collaboration with the staff of the PRU and under the guidance of Mr. Tikiri K. Jayathilake, Assistant Secretary-General. The CDP comprised of four components as follows.

i. Knowledge and skill development
ii. Supplementing the training with essential tools
iii. Teamwork for performance enhancement
iv. Establishing a Parliament Research Service

6.3.1. Knowledge and skill development

At the outset, a needs assessment was conducted through discussions with the PRU staff. To make the training appropriate to the needs and demands of work it was decided to conduct knowledge transfer, skill development and application through

(a) training programs for knowledge enhancement;
(b) workshops for skill development;

a) Training programs for knowledge enhancement

The following subject areas were identified in consultation with the PRU staff as the most important for updating knowledge and skills.

i. Research methodology
ii. Sustainable Development Goals
iii. The National Statistical System
iv. Demographic issues
iv. Agriculture statistics
v. Food security
vi. Health and nutrition indicators
vii. Statistics on public and private schools
ix. Small and Medium Enterprises
x. Child labor statistics
xi. Price indices
xii. National accounts
xiii. Data visualization techniques
xiv. Data analysis software
xv. Thematic mapping
xvi. Responding to erroneous media reports
xvii. Preparation of delegation papers

Consequently, a series of training sessions was planned. The content of each session was determined on the identified needs for improved performance. For each subject area, an academically qualified resource person with experience and expertise delivered the training. The resource persons were drawn from universities, government departments, the Central Bank of Sri Lanka, and professional institutions such as the Institute of Policy Studies. The resource persons were given an orientation chaired by Mr. Dhammika Dasanayake, Secretary-General of Parliament and attended by Mr. Paul King, Chief of Party, USAID SDGAP. Those
who could not attend the orientation were briefed on the expectations of the training by the independent consultant. The list of resource persons and affiliated institutions is given in Annex 05. A training plan to be implanted in three phases was developed and presented to the Select Committee. The approved plan was implemented. The training schedule is attached as Annex 06. A total of 31 training sessions of duration, ranging from three to six hours were conducted.

The satisfaction of the PRU staff with the training sessions was assessed in two assessments, the first covering phase one sessions and the second covering all other training sessions. Each assessment used a Likert type scale with scores ranging from 1 (very unsatisfactory) to 5 (very satisfactory).

The results of the assessment are displayed in Fig 1. The average level of satisfaction was very high: 4.3 for phase one training and 4.5 for phase 2 out of a possible maximum of 5 points. For each training session, the average score ranged from 4 to 5.

The knowledge and capacity for application was assessed in two assessments. The first assessment was to prepare and present a Parliamentary Briefing Paper on any of the topics discussed in phase 1 of the training and to present it using a PowerPoint presentation. Four staff members scored over 80%, and another who was unable to make the presentation scored 60%. The second assessment was also an open book assessment that covered all training sessions other than those of phase 1. Six officers faced the exam, and all scored over 90%.

b) Workshops for skill development

In addition to subject matter knowledge, the PRU staff needed some essential skills for research-related functions. The high priority skills were in data management, basic analysis, and managing geographic information systems. Two workshops were organized to enable the staff to gain a sound understanding of the underlying principles and skills in application.
The first workshop was on Statistical Analysis using the computer software “Statistical Package for Social Scientists (SPSS)”, which is the software used in most universities and research institutes for statistical analysis. The workshop was conducted by the Institute of Applied Statistics of Sri Lanka at their computer laboratory over a five-day period from 2nd to 6th July 2019. The workshop provided hands-on training in procedures of data management and production of basic tables, charts, and data analysis. Nine officers of the PRU participated in the training. The PRU staff with continued practice should be able to work with raw data sets and provide information for background papers and debates for members of parliament.

The second workshop was on managing geographic information systems (GIS) using ArcGIS. ArcGIS is a modern, easy to use but very comprehensive software package for displaying the spatial variation of statistical data. An example of products that can be made with GIS is a map showing how poverty varies across DS divisions. GIS can also help identify relationships between factors that underlie development issues. For example, GIS can generate a map showing the distribution of both poverty and migration of young people across administrative areas. Such maps can be used to understand interrelationships between factors affecting social development and hence, to make evidence-informed decisions that would lead to positive change.
The two maps below show the variation of poverty as measured by the Head Count Index (HCI) (Left-hand side map), and the distribution of people in poverty in absolute numbers across the districts (Right-hand side map). Areas of highest levels of poverty are shaded in red. However, the large numbers of people in poverty are congregated in low HCI areas. Thus, poverty alleviation interventions need to consider both the poverty level or the severity of the problem as well as the number of people affected by the problem. To focus interventions only in high HCI areas would lead to neglecting hundreds of thousands of people in low HCI areas.

In order for the PRU staff to gain an appreciation of the power of thematic maps and to develop the skills for generating such maps, a four-day residential workshop was held from 27th to 30th June 2019 at the GIS Laboratory of the Post Graduate Institute of Science (PGIS) of the University of Peradeniya. The workshop was conducted by five members of the academic staff of the PGIS. Eleven participants attended the workshop, including seven from PRU staff, one from Hon. Deputy Speaker’s Office, one from Hon. M. Thilakarajah’s office, and two from SDGAP. During the
training, participants received an orientation to the concept of GIS, and skills to use ArcGIS to compile thematic maps using real data.

A third workshop was conducted in response to the recognized need for the PRU staff to understand the basic principles of managing evaluations. This need was expressed at the Select Committee meetings. While the capacity to understand and conduct evaluations require in-depth academic study, an understanding of the process of managing evaluations can be gained through short courses.

The process of managing evaluations is required to be understood by public officers who would be assigned the responsibility for the evaluation function in public authorities under the proposed Evaluation Act. The PRU staff need to have the competency to review an evaluation report, assess its quality, and extract information to be made available to members of parliament. Under the EIGR program, a workshop has been designed on Managing Evaluation by a consultant formerly attached to the Witwatersrand University of South Africa. The same workshop with a few modifications was conducted for the PRU staff in five
half-day sessions. The workshop covered the following topics: What is evaluation, global and national context of evaluation, and ten steps in managing evaluation, namely deciding the type of evaluation, setting evaluation criteria and evaluation questions, forming a reference group, crafting a Terms of Reference, appointing an evaluation service provider, reviewing an inception report, supporting the implementation, fostering a quality report, using evaluation findings, and disseminating learning from the evaluation. The workshop was conducted based on adult learning principles with short presentations and hands-on practice. With further practice, the PRU staff should be able to review an evaluation report, assess its quality, and extract relevant findings in a professional manner.

6.3.2. Supplementing the training with essential tools

Further development and application of the knowledge and skills developed in the training sessions and workshops required some material support. To use GIS for analysis and visual display of data, the PRU was supplied with ArcGIS software. Two copies were installed in two computers and eight educational versions of this software were installed at the PRU, which can be used for a period of one year.

In addition, the consultant, based on the learning experience of the PRU staff and in discussion with them, developed a manual on thematic mapping. The manual gives step by step instructions to produce ten different types of thematic maps using ArcGIS. The manual is designed to be used even by beginners so that new staff members can also benefit.

Data management and statistical analysis, which the PRU staff learned at the first workshop require the availability of the statistical software package SPSS. A copy of SPSS has been procured by SDGAP for installation at the PRU. The staff is expected to use them to carry out simple analysis of data and to gradually undertake more comprehensive analysis.
To enable the staff to assess the quality of Terms of Reference, and evaluation reports, standard tools developed by the United Nations Evaluation Group were provided. These include Quality checklists of Terms of Reference and final evaluation reports. The staff is expected to practice quality assessments using these tools.

6.3.3. Teamwork for performance enhancement

To further consolidate the learning, as well as to strengthen the team spirit, the PRU staff carried out a number of activities to generate several tools useful for their work, which are outlined below.

(a) Preparation of an operations manual for PRU for continued learning

This brief manual documented the procedures to follow in continuing the good practices established in the learning phases of the project. A working draft is available to be improved with experience from using.

(b) Establishing a process to respond to queries by members of parliament

PRU officers are often required to respond to requests for data and information on various development issues. It was noted that the process of responding to such requests need to be made more efficient. In order to systematize the process, a template was drafted, which can be used for analyzing the types of information requirements. Establishing the use of such a template and a procedure helps to deliver a more efficient service in providing information to members of parliament for debates, background papers, and other purposes. The template is attached as Annex 07.

(c) Organizing a guest lecture series

Continuous learning and being updated is a good practice which the CDP aimed to establish. The PRU staff took the responsibility to organize guest lectures to establish a learning culture as well as to maintain active working relationships with research
institutions. The staff has prepared a schedule of guest lectures for a period of six months.

(d) Preparation of a data catalogue

The PRU staff need to access data to meet the evidence needs of members of parliament. To make easy access to information sources, a Data Catalogue, which is an EXCEL based database, has been prepared by the PRU.

(e) Monitoring media News

Occasionally, media carry reports with incorrect or misinterpreted statistical data or information. Unless corrected, such misinformation will be accepted as truth by the general public. The PRU could play a watchdog role by identifying such reports and providing an impartial professional report. To streamline this function, PRU has been briefed on collecting, indexing and filing such reports and communicating the corrections to members of parliament.

(f) Preparation of Parliamentary Briefing Papers

Parliamentary Briefing Papers are an effective channel of communication of research findings to members of parliament. Briefing papers are short, concise two to three-page documents based on credible high-quality evidence and are designed to alert parliamentarians to development issues that merit attention and action. With the objective of establishing a practice of Briefing Papers, a sample Briefing was prepared and presented to the Select Committee. This first Briefing Paper highlighted the challenges posed by the demographic transition in Sri Lanka, which has resulted in a rapid ageing of the population structure. The paper pointed to the need for making appropriate policy decisions and taking strategic actions to prevent costly social problems that would inevitably follow.

The PRU staff has identified issues for a few more briefing papers which they can draft. It is necessary to have a procedure to make
high-quality briefing papers and make them available to the members of parliament.

6.3.4. Establishing a Parliament Research Service

Currently, PRU staffed with about 10 research officers is the only research service provider to the Parliament to serve all its demands for knowledge products. The scope and quality of service provided by the PRU require strengthening, which is a long term and gradual process. However, PRU could be supplemented with extensive and valuable research institutions that exist in the country. Establishing a Consortium of Research Institutes for Parliament (CRISP) Research Services was considered as a significant step in creating an expanded Parliamentary Research Service (PRS).

Several strategies were used to establish such a Consortium. These strategies included inviting high-level officials in decision making positions in the government institutions and the private sector to deliver lectures to the PRU under the capacity development program. The second strategy was to officially request research institutes to include the PRU in their lists of invitees when research findings are disseminated. Thirdly, the research institutes were invited to inform their research findings to the PRU. Finally, it was planned to invite selected research institutes and relevant government institutes to be members of CRISP. An inaugural meeting is to be held for formalizing the network and adopting procedures for serving on the CRISP.

6.3.5 Developing a template for Executive Summary of Annual Reports

Recognizing the need to get a shorter but comprehensive Annual Report, the Committee developed a template for an executive summary. The executive summary consists of the following sections:

i. Mandates, functions and products delivered by that Department

ii. Achievement of results
iii. Key performance indicators
iv. Challenges
v. Evaluations & Reviews
vi. Lessons learnt
vii. Performance against results and Budget

The template is given as Annex 08.

7. Recommendations for developing the national evaluation capacity

The Committee recommends a number of strategies to achieve at national and subnational level towards enhancing the countries evaluation capacity.

7.1: Enact the National Bill on Evaluation of Development Interventions and Policies

Early enactment by the Parliament of the Bill is necessary to mainstream evaluation as a public function and thereby promote successful public investments while preventing the likelihood of failure and corruption.

Enactment of the Bill need to be followed by the establishment of the National Evaluation Commission to institutionalize evaluation in public authorities, develop national evaluation plans to evaluate critical programs, set norms and standards, and competency levels to ensure credible high-quality evaluative evidence, and above all to utilize the evaluation findings to bring about continuous improvements in the way development investments are planned, funded and implemented.

7.2: Establish a Standing Committee on Evaluation

The existing capacity for evaluation is limited. There is a dearth of qualified and experienced evaluation professionals. Available regular academic evaluation training is limited to one postgraduate diploma offered by the University of Sri Jayewardenepura. Governments’ evaluation capacity is yet to be instituted. While efforts are underway to establish a
Parliamentary Research and Evaluation Service through a consortium of universities and research institutes, a Standing Committee on Evaluation is needed to drive the evaluation capacity and hence, the use of evaluation to inform parliamentary functions while supporting and overseeing the National Evaluation Commission.

7.3 Expand the PRU to Parliamentary Research and Evaluation Unit

The Select Committee, recognizing the key role that the PRU can play in enabling the Parliament to be guided by evidence in its legislative and oversight functions, recommends that PRU’s functions be expanded to include evaluation in addition to its present function of research. Under the Capacity Development Program, research officers in PRU have already received a basic orientation to evaluation focusing on key components of managing an evaluation. Further actions must be taken to:

i. Assign the evaluation function to at least two research officers, prescribe their competencies, and assign duties related to the evaluation function. The duties need to focus on maintaining a repository of evaluations, reviewing relevant evaluations to assess their quality, synthesizing findings, and making briefs for members of parliament. Duties also need to include reviewing the reporting on evaluations in the Annual reports of public authorities for use by Parliament Oversight Committees, and liaising with the National Commission on Evaluation of Development Interventions and Policies (once it is established) for improving the reporting and use of evaluations.

ii. Require a prescribed level of understanding of fundamentals of evaluation as a mandatory competency of all research officers demonstrated by passing an examination.
7.4 Develop PRU to deliver expected results with greater efficiency and effectiveness

The parliamentary research services is a building block of an effective Parliament. The PRU is the body that needs to function as the source of independent, neutral and non-partisan analysis for the Parliament. The current productivity and the quality of services of the PRU have great potential for improvement. Steps that can be taken to achieve greater efficiency and effectiveness of PRU are outlined below.

i. Review the organizational structure and improve it to one with a few more steps to provide a career path for the research officers.

ii. Develop a Policies and Procedures Manual to guide the operations and decision making of the PRU. Adherence to such a manual is essential for the effective management of PRU. Following good management practices, the manual should specify results to be achieved by the PRU, required skill profile of the staff, duties, and accountabilities of each staff member, and means of achieving results while ensuring high staff morale. The Policies and Procedures Manual need to stipulate:

a. The mandate and the expected results from the PRU

b. A satisfactory organogram

c. Identify the required skill, paying attention to existing gaps such as statistics and research methodology, and develop Job descriptions for each position specifying the expected deliverables

d. Preparation and approval of Annual Activity plans to achieve individual and organizational results

e. Performance appraisal and appreciation mechanism including structure and content of performance appraisal reports, mode and frequency of performance reviews
f. Supervision process

g. Qualifications and other requirements for promotions ensuring transparency

h. Professional and personal development options

i. Other administrative procedures

The policies and procedures need to be in place to provide efficient work processes, an enabling work environment, and assign responsibilities for agreed results. Policies and procedures need to be developed in a participatory manner and guided by an experienced professional to ensure acceptance and effective implementation.

iii. Use international good practices in preparing the policies and procedures. Recommendations for Parliamentary Research Services made by the Inter-Parliamentary Union in its “Guidelines for Parliamentary Research Services” (available at http://archive.ipu.org/pdf/publications/research-en.pdf). These guidelines suggest the following three phases in setting up a research service.

• Define the mandate
• Determine how the research services operate
• Make the most of partnerships

iv. Establish good practices related to continuous professional development. These include developing new tools, producing communication materials, engaging in knowledge sharing, and updating events such as invited lectures, seminars, and maintaining working relationships with national and international professional bodies. Building on the knowledge and skills gained and good practices already established through the CPD Program is essential for this purpose.

v. Explore options for utilizing available resources to complement the human resources of the PRU. One strategic
opportunity is to request for a senior statistician position which is essential and currently lacking. The Department of Census and Statistics could assign a statistician to the PRU without cost to the Parliament, as it is does to other government institutions.

7.5 Optimize partnerships

Building strong partnerships is an effective strategy for achieving greater efficiency in both evaluation and research services. Internal partnerships must be strengthened to provide PRU with an enabling work space and for other units within the parliamentary administration to benefit from PRU’s work.

Partnerships with external research institutes and academia should be strengthened by pursuing the setting up of a consortium of research institutes as part of the Parliament Research Service.

8. The Report

We the members of the of Parliament to study and report to Parliament its recommendation to ensure National Evaluation Capacity in Sri Lanka, having considered this report as comprehensive enough to cover all aspects of the task of institutionalizing evaluation as mentioned in the Terms of Reference given to it, submit this report to Parliament as its Report.

Hon. J. M. Ananda Kumarasiri (Chair) signed
Hon. A. D. Susil Premajayantha signed
Hon. Shehan Semasinghe signed
Hon. Kabir Hashim signed
Hon. Bimal Rathnayake signed
Hon. Lakshman Ananda Wijemmane signed
<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hon. Kaveendiran Kodeeswaran</td>
<td>signed</td>
</tr>
<tr>
<td>Hon. Mylvaganam Thilakarajah</td>
<td>signed</td>
</tr>
<tr>
<td>Hon. Mayantha Dissanayake</td>
<td>signed</td>
</tr>
<tr>
<td>Hon. Imran Maharoof</td>
<td>signed</td>
</tr>
<tr>
<td>Hon. Sandith Samarasinghe</td>
<td>signed</td>
</tr>
<tr>
<td>Hon. Malith Jayathilake</td>
<td>signed</td>
</tr>
</tbody>
</table>
Minutes of Committee meetings

THIRD SESSION OF THE EIGHTH PARLIAMENT

First Meeting of the Select Committee of Parliament to study and report to Parliament its recommendation to ensure National Evaluation Capacity in Sri Lanka

Wednesday, 08 May 2019 at 10.30 a.m. in Committee Room No. 08 of the Parliament

PRESENT:

Hon. J. M. Ananda Kumarasiri (Chair)
Hon. Mylvaganam Thilakarajah
Hon. Mayantha Dissanayake
Hon. Sandith Samarasinghe

Mr. Tikiri K. Jayathilake, Assistant Secretary General and Secretary to the Committee

In attendance

Dr. Soma de Silva, Senior Consultant, SDGAP
Dr. A.J. Satharasinghe, Senior Consultant, SDGAP
Ms. Kamanee Hapugalle, Policy and Planning Expert, SDGAP
Mr. Jagath Senevirathne, Head (M&E), ICTA

The Committee met pursuant to notice in terms of the Standing Order No. 103 of Parliament. The Hon. J. M. Ananda Kumarasiri, Deputy Speaker and Chair of the Committee, took the Chair. The Hon. M. A. Sumanthiran was also present at the Meeting with the permission of the Chair.

The Chair welcomed and thanked all the Members and the Officials for their presence at the Meeting.

1. Introduction of the Committee by the Chair

The Chair explained the process as to how this Committee was transformed from the Caucus and the purpose of establishing the Committee, Terms of Reference and the Scope of the Committee.

2. Fixing of the Quorum

The Committee resolved that its quorum shall be 3 Members.
3. Business of the Day

3.1 Draft Bill on Evaluation

In replying to a question by the Chair regarding the draft Bill, the Secretary to the Committee stated that due to the prevailing situation of the country discussions scheduled on the draft Bill were postponed.

He pointed out the necessity of inviting the Legal Draftsman to participate in the process of developing the Bill. Considering the heavy commitments of the Legal Draftsman Department, the Committee decided to obtain assistance of a retired Legal Draftsman in the process. The Chair instructed the Secretary to the Committee to request the Legal Draftsman, a list of suitable persons to obtain assistance in drafting the Bill.

The Secretary to the Committee suggested that it would be beneficial to have a meeting with the Legal Draftsman and a representative of the Attorney General’s Department once the Bill is finalized.

After discussion, the Chair requested that a timeline be prepared for tasks related to the drafting of the Bill.

3.2 Linking with Select Committee on SDG

The Chair of the Committee inquired the possibility of increasing membership of the Select Committee to include MPs who have previously served in the Select Committee on SDGs.

The Secretary to the Committee stated the two Committees could be merged if the Terms of Reference are similar as per the resolutions passed in Parliament and undertook to explore the possibility and to inform.

3.3 EIGR Program Progress

3.3.1 Capacity-building of Parliament Research Unit (PRU)

The Chair thanked the Hon. Mylvaganam Thilakarajah and Mr. M. Ajiwadeen, Senior Research Officer for participating in a conference organized by the Westminster Foundation in UK. He added that an invitation had also been extended to participate in a conference in Myanmar.

Dr. A.J. Satharasinghe, Senior Consultant, SDGAP informed the Committee of the following:

{ 25 }
• two training sessions have been completed.

• the GIS training is scheduled from 27th to 30th May 2019 at the University of Peradeniya and two extra slots have been reserved.

• a training on software programme will be conducted with the assistance of the institute of Applied Statistics of University of Peradeniya.

• a Statistician would conduct a training on the software programme of Statistical Package for Social Scientist (SPSS) and it would be useful for PRU staff.

Dr. Soma de Silva, Senior Consultant, SDGAP added that she would request IPDAC to conduct a training programme in Sri Lanka, which will be mainly for the PRU.

3.3.2. Briefing Paper

Dr. A.J.Satharasinghe suggested to distribute the briefing paper already prepared on “Aged care” among all MPPs as it addressed a long term planning rather than a short-term issues. He also added that all Ministries, Institutions and Departments involved in relevant issues could make decisions based on that briefing paper.

The Committee Chair informed that it would be effective to develop a list of topics that would be of interest to the MPPs, based on the subject matters in the Order Papers for each sitting, and it was decided to conduct a preliminary survey to identify three main topics of interest to develop briefing papers.

Hon. Mayantha Dissanayake stated that at present the topic of most interest to the MPPs are national security and the Counter-Terrorism Act. Ms. Kamanee Hapugalle, Policy and Planning Expert, SDGAP suggested that Re-examining education policies and Youth policies in Sri Lanka were also important.

Ms. Hapugalle stated that subsequent to the issuing of a briefing paper, a discussion with a subject expert could also be arranged for the MPPs. The Hon. Mylvaganam Thilakarajah said that the relevant Oversight Committee too be included in planning the discussion.
The Chair of the Committee directed the Secretary to the Committee to explore the possibility of distributing the Briefing Paper electronically to MPPs and in addition to publishing on the Parliament website. And also inform all MPs through SMS to collect the briefing paper from the PRU.

Dr. Soma de Silva stated that immediate attention of policy makers may be drawn to the first Briefing Paper, and suggested that this could be done by linking research institutes with the PRU.

The Chair of the Committee, directed the PRU to prepare a summary report on various requests received by the PRU, indicating the names of MPPs and the frequency of the requests and present it at the next meeting.

3.3.3 Center for Evaluation

Dr. Soma de Silva pointed out that Prof. Kumudu Wijewardena from University of Sri Jayewardenapura had suggested to conduct two training programmes on evaluation for healthcare and development related academics. She hoped that the successful trainees will bid for evaluations in the Ministry of Highways & Road Development and Ministry of Petroleum Resources Development.

After discussion, the Committee decided to postpone the meeting scheduled for the Vice Chancellors with the Hon. Speaker till for June/July 2019.

4. Parliamentary Budget Office

Hon. M.A. Sumanthiran expressed that the draft Bill regarding the establishment of the Parliamentary Budget Office was prepared last year and undertook to look into the matter. Ms. Kamanee Hapugalle stated that certain terminology errors had been noticed in the draft Bill sent to the Legal Draftsman and they were being rectified.

5. Sri Lanka Parliamentarians Forum for Evaluation (SLPFE)

The Committee Chair expressed that the SLPFE should move forward in its activities. He also explained to the Committee that, training programmes on evaluation for officials of Provincial Councils, Divisional Secretariats and District Coordinating Committees had been successfully conducted in the
Matara, Kandy and Moneragala Districts. He stressed the need to continue them in other districts as well as the District Secretaries have indicated their keen interest in learning about evaluation.

The Committee decided to invite the DPMM to the next Select Committee meeting as the training programmes might overlap with the mandate of the DPMM.

Dr. Soma De Silva pointed out that it would be easier to link the proposed district training with nearby universities, and the academics attending the training organized by the CFE could be used as resource persons for these trainings.

The Secretary to the Committee stated that a toolkit on evaluation would be necessary to use in the training sessions. Dr. Soma De Silva said that the existing toolkit could be used if the need arises.

6. Evaluation of Annual Reports

After discussions with regard to the evaluation of the Annual Reports, the Chair expressed that the PRU could assist this task by summarizing the important aspects of each report.

In regard to the question whether the Parliament Research Unit is capable of handling such work with the present staff, Mr. M. Ajiwadeen, Senior Research Officer said they would require more subject experts to carry out this task.

Dr. Soma De Silva suggested that a template of 5 pages be made including an executive summary, annual targets, outcomes, deliverables and results of activities, which Ms. Kamane Hapugalle undertook.

The Committee, after deliberations, agreed to:

- schedule meetings on every Tuesday of Parliament sitting weeks at 10.00 a.m. so the Committee would meet twice a month.
- obtain the assistance of the following Ministries/Institutions -
  - National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development and Youth Affairs
  - Department of Project Management and Monitoring
  - Department of National Planning
c. conduct a pre-briefing meeting at 9.15 a.m. on Tuesday, 21 May 2019

d. present the following drafts at the next meeting:
   • A work plan for the Select Committee
   • Executive summary template for annual reports

7. Adjournment

The Committee resolved that its next meeting be held on Tuesday, 21 May 2019 at 10.00 a.m.

The Committee was at 12.45 p.m. adjourned till 10.00 a.m. on Tuesday, 21 May 2019.

sgd/ Tikiri K. Jayathilake
Secretary to the Committee

Parliament of Sri Lanka
Sri Jayewardenepura, Kotte

THIRD SESSION OF THE EIGHTH PARLIAMENT

Second Meeting of the Select Committee of Parliament to study and report its recommendations to Parliament to ensure National Evaluation Capacity in Sri Lanka

Tuesday, 21 May 2019 at 10.00 a.m. in Committee Room No.08 of the Parliament

PRESENT:
Hon. J.M Ananda Kumarasiri (Chair)
Hon. Mylvaganam Thilakarajah
Hon. Mayantha Dissanayke
Hon. Sandith Samarasinghe

Mr. Tikiri K. Jayathilake, Assistant Secretary General and Secretary to the committee

In attendance
Mr. P. Senthilnanthanan, Additional Secretary (Development), Ministry of National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development and Youth Affairs
Mrs. Ayanthi de Silva, Director General, Department of Project Management & Monitoring
Interim Report of the Select Committee of Parliament to study and report to Parliament its recommendation to ensure National Evaluation Capacity in Sri Lanka

Dr. Sugath Yalegama, Director General, Sustainable Development Council
Mr. G.P. Saputhanthri, Director, Sustainable Development Council
Ms. A. Vaidehi, Assistant Director, Ministry of National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development and Youth Affairs
Dr. Soma de Silva, Senior Consultant, SDGAP
Dr. A.J. Satharasinghe, Senior Consultant, SDGAP
Ms. Kamanee Hapugalle, Policy and Planning Expert, SDGAP
Mr. Jagath Senevirathne, Head (M&E), ICTA

The Committee met pursuant to notice. The Hon. J.M. Ananda Kumarasiri, Deputy Speaker and Chair of the Committee, took the chair.

1. Confirmation of the Minutes

The Minutes of the First Meeting held on 08th May 2019 were read and confirmed.

2. Business of the Day

2.1 Draft Bill on Evaluation

Replying to the query by the Chair regarding the present position of drafting the Bill on Evaluation, the Secretary to the Committee stated that a letter had been sent requesting the Legal Draftsman to nominate an experienced retired Legal Draftsman in order to expedite the process of drafting the Bill.

However, the Secretary stated that two or three nominations were suggested, and Mrs. Kamanee Hapugalle, Policy and Planning Expert of SDGAP is following up the matter. In response, Mrs. Hapuaglle stated that the Legal Draftsman has recommended Mrs. Punya Senavirathne and Mr. Kandamby. However, when they were contacted, both parties had regretted their inability to accept the task, and suggested to source alternate personnel for the requirement.

The Chair stated that when the draft document is ready, proposals and suggestions will be taken to prepare the final document, and draft the Bill. Thereafter that will be submitted to the Cabinet by the Hon. Prime Minister or Hon. Kabir Hashim. The Chair stressed the point that the process of drafting the Bill should be expedited.

(30)
After the discussion, the Chair requested to find a suitable consultant for drafting the Bill, before the next meeting to be held on 18th June, 2019.

2.2 Linking with Select Committee on SDGs

Replying to the query by the Chair regarding the possibility of merging this Select Committee with the Select Committee on SDGs, which had already lapsed, Dr. Sugath Yalegama, Director General, Sustainable Development Council stated that evaluation process is already in place with regard to the SDGs covering all the areas. Further, he stated that rather than merging the SDGs with this Select Committee, it is appropriate to form a separate Committee on SDGs.

After the deliberations, the Committee decided that it would be appropriate to consult the Hon. Speaker regarding this matter since the Select Committee on SDGs is already defunct.

2.3 Briefing paper

Replying to the question by the Chair regarding the briefing note, Senior Research Officer, Mr. M. Ajwadeen stated that a survey will be conducted following discussions with the IT Director, which includes the opinion of the MPPs. However, he pointed out that it is difficult to get the opinion online as there is no proper system.

The Secretary to the Committee pointed out that once the Parliament Research Unit is strengthened, the briefing note could be made available for the use of all MPPs. He also explained the existing procedure with regard to the Papers being tabled in the House. After a lengthy discussion, the Committee decided to arrive at a decision with regard to tabling the briefing note at the Parliamentary Business Committee.

2.4 Common Template for the Annual Report of Government Institutions

Dr. Soma de Silva, Senior Consultant, SDGAP has tabled a draft template that has been focused on the following 7 sections.

i. Mandates, functions and products delivered by that Department
ii. Achievement of results
iii. Key performance indicators
iv. Challenges
v. Evaluations & Reviews  
vi. Lessons learnt  
vii. Performance against results and Budget

She further stated that the templates should not only indicate the allocated budget used by the institutions, but also the following year’s performance which would be much more meaningful and in an equitable manner.

Mrs. Ayanthi De Silva, Director General of the Department of Management and Monitoring Project, stated that there will be more undertakings for development processes in the Annual Reports. However, she stressed the necessity to have a Common Template rather than having different formats.

The Secretary to the Committee stated that the Common Template should be in compliance with the legal requirement.

The Committee, after deliberations decided to introduce Legal & Legislative framework and Common Template for Annual Reports of Government Institutions, and also to appoint a Sub-Committee under the Chairmanship of Hon. Mayantha Dissanayake, MP and Hon. Mylvaganam Thilakarajah, MP and Hon. Sandith Samarasinghe, MP as Members to look into to expedite the work.

The Committee resolved that the quorum of the Sub Committee shall be 02 Members.

The Committee decided that any suggestions with regard to changes in the draft presented by Dr. Soma De Silva will be discussed at the next meeting.

2.5 Capacity building of Parliament Research Unit (PRU)

Dr. Soma De Silva stated that two workshops are being planned with the participation of senior level lecturers from the University and other senior professionals, and also to open to the Parliamentary Research Unit. She also explained that this will be discussed at the level of Managers.

Dr. A.J. Satharasighne, Senior Consultant, SDGAP, stated that in order to improve the capacity, it could be done through training programs and briefing papers. He further described that this training
programme would have 3 phases that includes 09 training sessions. He stated that Phase 2 of this would start from the 2nd week of June.

3. Adjournment

The Committee after deliberations resolved, -

i. to convene the Sub –Committee Meeting on 11th June 2019 at 10.00 a.m. to introduce Legal and Legislative framework with the Common Template for Annual Reports of the Government Institutions.

ii. to forward the copies of the document already compiled to relevant stakeholders.

iii. to summon Officials of the Auditor General's Department to all Meetings.

The Committee was concluded at 11.45 a.m. and adjourned till 10.00 a.m. on Tuesday 18th June 2019.

sgd/ Tikiri K. Jayathilake
Secretary to the Committee

Parliament of Sri Lanka
Sri Jayewardenepura Kotte

THIRD SESSION OF THE EIGHTH PARLIAMENT

Third Meeting of the Select Committee of Parliament to study and report its recommendations to Parliament to ensure National Evaluation Capacity in Sri Lanka

Tuesday, 18 June 2019 at 10.00 a.m. in Committee Room No.08 of the Parliament

PRESENT:
Hon. J.M Ananda Kumarasiri (Chair)
Hon. Mylvaganam Thilakarajah
Hon. Mayantha Dissanayke
Hon. Sandith Samarasinghe

Mrs. Indira Dissanayake, Secretary to the Committee

In attendance

Mr. V. Sivagnanasothy, Secretary, Ministry of National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development and Youth Affairs
Interim Report of the Select Committee of Parliament to study and report to Parliament its recommendation to ensure National Evaluation Capacity in Sri Lanka

Mr. R.M.J. Rathnayake, Deputy Auditor General, National Audit Office

Mr. S.Selvakunapalan, Deputy Legal Draftsman, Department of Legal Draftsman

Mrs. Maithri Jayathilake, State Counsel, Attorney – General’s Department

Dr. Lakshi Somatunga, Additional Secretary (Public Health Services), Ministry of Health & Indigenous Medicine

Mr. S.J.S.Chandraguptha, Additional Secretary (Development), Ministry of Health & Indigenous Medicine

Mrs. L.Mangalika, Additional Secretary, Ministry of City Planning, Water Supply and Higher Education

Mrs. D.L.Sannasooriya, Additional Secretary, Ministry of Tourism, Wildlife and Christian Religious Affairs

Mrs. Nilaksh N. Gunasekara, Additional Secretary, Ministry of Agriculture, Livestock Development, Irrigation, Fisheries, and Aquatic Resources Development

Dr. Alan Ludowyke, Snr. Assistant Secretary (Medical Services), Ministry of Health & Indigenous Medicine

Mrs. Ayanthi de Silva, Director General, Department of Project Management & Monitoring

Ms. Sepali Rupasinghe, Additional Director General, Department of National Planning

Mrs. Shiranthi Rathnayake, Additional Director General, Department of National Planning

Dr. S. Sridharan, Deputy Director General (Planning), Ministry of Health & Indigenous Medicine

Mr. A.V.Janadara, Director, Department of National Budget

Mrs. Y.P.Sumana, Director, Department of National Budget

Mr. Pradeep Saputhanthri, Director, Sustainable Development Council

Dr. Jayantha Balasooriya, Director (Policy & Planning), Ministry of Education

Mrs. L.N.Wijesekara, Director, Ministry Of Education

(34)
The Committee met pursuant to adjournment. The Hon. J. M. Ananda Kumarasiri, Deputy Speaker and Chair of the Committee, took the chair. The Chair welcomed and thanked all the Members and the Officials for their presence at the Meeting.

1. **Confirmation of the Minutes**

The Minutes of the Second Meeting held on 21st May 2019 were read and confirmed.

2. **Business of the Day**

   2.1 **Draft Bill on Evaluation**

   The Chair stated that, stakeholders were invited to obtain their inputs in to the draft Bill since the final Bill should be acceptable to all the Ministries and Departments. He also pointed out that it is necessary to obtain legal advice from the AG’s Department, in finalizing the draft.

   The Hon. Mayantha Dissanayake stated that, to reduce corruption and uphold the concept evaluation in the country the Bill should be approved by Parliament with in a very short period of time. He also added that the draft Bill already circulated among stakeholders, has incorporated the comments proposed during the Sub - Committee Meeting.

   Mr. V. Sivagnanasothy, Secretary, Ministry of National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development and Youth Affairs highlighted the necessity of bringing evaluation to the public sector. He also described the South Africa’s model on Evaluation. He further mentioned that an Act on Evaluation would support National Audit Office to maintain results accountability audit rather than having financial accountability.

   Dr. Soma de Silva, Senior Consultant, SDGAP stated that law on evaluation might help in evaluation mandatory and it would be a
mechanism to minimize wastage of resources and obtain maximum results.

The following comments were given on the draft Bill by stakeholders including officials of the AG’s Department, LD’s Department and the National Audit Office.

<table>
<thead>
<tr>
<th>Section of draft Bill</th>
<th>Comment</th>
<th>Comment made by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preamble</strong></td>
<td>Not required, the content can be added in the objectives. The preamble is no more in the international practice due to its ambiguity.</td>
<td>Mr. S. Selvakkunapalan Deputy LD</td>
</tr>
<tr>
<td><strong>APPLICATION</strong></td>
<td><strong>OF THE PROVISIONS OF THE ACT</strong></td>
<td></td>
</tr>
<tr>
<td>3 (1)</td>
<td>Remove the words “activities and services” since projects and programmes are already mentioned.</td>
<td>Mrs. Ayanthi de Silva DG, DPMM</td>
</tr>
<tr>
<td>3 (2) <strong>(a)</strong></td>
<td>Not suitable to mention a fixed amount since it will be difficult to amend once the act is passed. Let the decision of the amount reside with the commission.</td>
<td></td>
</tr>
<tr>
<td>3 (3)</td>
<td>“The provisions of this Act shall not be in derogation of powers, privileges, and practices of the Parliament” not need to be explicitly mentioned.</td>
<td>Mr. S. Selvakkunapalan Deputy LD</td>
</tr>
<tr>
<td>4</td>
<td>“Provision of this Act to prevail over other written</td>
<td>Mr. S. Selvakkunapalan Deputy LD</td>
</tr>
</tbody>
</table>
### Section of draft Bill

<table>
<thead>
<tr>
<th>Comment</th>
<th>Comment made by</th>
</tr>
</thead>
<tbody>
<tr>
<td>law” – is redundant and should be deleted.</td>
<td></td>
</tr>
</tbody>
</table>

### PART II

#### EXCEPTIONS TO OBLIGATION TO EVALUATE

| 5 & 6 enquired whether all defense related matters should not to be evaluated, with a view that there may be instances in which evaluations are required such as purchasing of hardware for national defense, whether it new or old will matter to the country | Hon. Sandith Samarasinghe |
| The intention is that not all projects need to be evaluated (small projects, one time projects). Important projects such as defense matters need to be evaluated, yet the findings will not be disclosed to the public. If it is unclear it will be revised | Dr. Soma de Silva  
Senior Consultant, SDGAP |
| 6 “Information about any aspect of an evaluation shall not be disclosed where reasonable protection and confidentiality of some stakeholders is required and if such information should be kept secret in the interest of national defense and foreign policy.” | Mr. S. Selvakkunapalan  
Deputy LD |
<table>
<thead>
<tr>
<th>Section of draft Bill</th>
<th>Comment</th>
<th>Comment made by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>already mentioned in the Right to Information Act. No need to be mentioned in this Bill.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The decision not to evaluate or to disclose information should be made by the Commission.</td>
<td>Mrs. Ayanthi de Silva DG, DPMM</td>
</tr>
</tbody>
</table>

**PART III**

**DUTIES OF THE MINISTER AND PUBLIC AUTHORITIES**

<p>| 7 (1) | Why is the plan being submitted to the constitutional council that has no expertise in the matter? | Mr. S. Selvakkunapalan Deputy LD |
| 7 (1) | It should be corrected as the ‘National Evaluation Commission’ | Mr. V. Sivagnanasothy Secretary Ministry of National Policies, Economic Affairs, Resettlement &amp; Rehabilitation, Northern Province Development and Youth Affairs |
| 7 (1) and 7 (II) (a) | seem repetitive, needs to be checked. | Mr. S. Selvakkunapalan Deputy LD |
| 7 (2) (h) | “If no evaluation is planned, reasons for such decision” – this statement is contradictory with the aim of making evaluation | Mr. S. Selvakkunapalan Deputy LD |</p>
<table>
<thead>
<tr>
<th>Section of draft Bill</th>
<th>Comment</th>
<th>Comment made by</th>
</tr>
</thead>
<tbody>
<tr>
<td>mandatory. It will provide a provision to justify not engaging in an evaluation.</td>
<td>Dr. Soma de Silva Senior Consultant, SDGAP</td>
<td></td>
</tr>
<tr>
<td>Not all projects needed to be evaluated, conditions for which is given in the document. Each Ministry has to mention which projects will be evaluated.</td>
<td>Hon. Mayantha Dissanayake</td>
<td></td>
</tr>
<tr>
<td>If such a statement creates a bypass system within the law, that should not be allowed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developed Countries do not evaluate all projects as  • one time projects (not carried forward)  • Projects which not specified the criteria (not clear objectives and KPIs) Only projects of:  o High value nature  o Strategic importance  o Public interest nature  o A problem nature  o Replicable nature are considered for evaluations.</td>
<td>Mr. V. Sivagnanasothy Secretary, Ministry of National Policies, Economic Affairs, Resettlement &amp; Rehabilitation, Northern Province Development and Youth Affairs</td>
<td></td>
</tr>
<tr>
<td>In that case, the law should decide the criteria on which projects should and should</td>
<td>Mr. S. Selvakunapalan Deputy LD</td>
<td></td>
</tr>
<tr>
<td>Section of draft Bill</td>
<td>Comment</td>
<td>Comment made by</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------</td>
<td>-----------------</td>
</tr>
<tr>
<td></td>
<td>not be evaluated. Not the individual Ministries.</td>
<td>Mr. S. Selvakunapalan Deputy LD</td>
</tr>
<tr>
<td></td>
<td>The Commission can also decide on the criteria than pre-determining the criteria among the stakeholders.</td>
<td>Mrs. Ayanthi de Silva DG, DPMM</td>
</tr>
<tr>
<td>Preparation of Ministry evaluation plans</td>
<td>7 (4) Strict criteria should be adopted for Ministries to select projects for evaluation</td>
<td>Dr. Lakshmi Somathunga, Additional Director, Ministry of Health, Nutrition and Indigenous Medicine</td>
</tr>
<tr>
<td></td>
<td>8 (1) The legal provision to formalize the National Policy on Evaluation should be given.</td>
<td>Mr. S. Selvakunapalan Deputy LD</td>
</tr>
</tbody>
</table>

**Part IV**

<p>| Establishment of The National Evaluation Commission Constitution of the commission | 10 (1) Are government officials included in the Commission? DPMM can play the secretariat role for the Commission However, all members should not be government officials. | Mrs. Ayanthi de Silva DG, DPMM |
| Ex-officio members, such as Ministry Secretaries (duration until they hold the office) and appointed members (duration of 3 | | Mr. S. Selvakunapalan Deputy LD |</p>
<table>
<thead>
<tr>
<th>Section of draft Bill</th>
<th>Comment</th>
<th>Comment made by</th>
</tr>
</thead>
<tbody>
<tr>
<td>years) should be included in the Commission.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academia should be included in the commission</td>
<td>Hon. Sandith Samarasinghe</td>
<td></td>
</tr>
<tr>
<td>The commission should have the power to oversee all Ministries and Departments. Therefore, the composition of the Commission also matters.</td>
<td>Mr. Pradeep Saputhanthri Director SDG Council</td>
<td></td>
</tr>
<tr>
<td>The constitutional council should decide.</td>
<td>Mr. V. Sivagnanasothy</td>
<td></td>
</tr>
<tr>
<td>If the Commission does not come under the constitution can it be referred to the Constitutional Council?</td>
<td>Pradeep Saputhanthri Director SDG Council</td>
<td></td>
</tr>
<tr>
<td>President can nominate and Constitutional Council can decide in regard to certain other Commissions. Therefore, the Minister can appoint if it does not need to be established as an independent Commission.</td>
<td>Mr. S. Selvakunapalan Deputy LD</td>
<td></td>
</tr>
<tr>
<td>It should be an independent Commission. If it is weak at the institutional context, it will be difficult to function.</td>
<td>Mr. V. Sivagnanasothy</td>
<td></td>
</tr>
<tr>
<td>Section of draft Bill</td>
<td>Comment</td>
<td>Comment made by</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td>Then we must review if the Constitutional Council can decide</td>
<td>Mr. S. Selvakunapalan&lt;br&gt;Deputy LD</td>
<td></td>
</tr>
<tr>
<td>Definition of public authority</td>
<td>a) Concern regarding 13th amendment. If the Provincial Councils and Local Government is to be considered the act should include a separate clause, to ensure it is in line with the constitution. If so, approval must be obtained from the Provincial Councils as well, who are not represented at the meeting.</td>
<td>Mr. A. V. Janadara,&lt;br&gt;Director, National Budget Department</td>
</tr>
<tr>
<td>b) “l) all courts, tribunals and institutions created and established for the administration of justice” is this possible?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The National Evaluation Policy expands to all National and sub National level programmes and projects, which includes provincial level projects. Therefore, this can be incorporated in to the Act.</td>
<td>Mrs. Ayanthi de Silva</td>
<td></td>
</tr>
<tr>
<td>Section of draft Bill</td>
<td>Comment</td>
<td>Comment made by</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td>The South African model shows that a national policy can be adopted and adapted by provincial councils. Therefore, provincial councils can be encouraged to follow the same.</td>
<td>Mr. V. Sivagnasothy</td>
<td></td>
</tr>
<tr>
<td>Is there a way to make Provincial Councils to be legally obligated to do so?</td>
<td>Hon. Sandith Samarasinghe</td>
<td></td>
</tr>
<tr>
<td>In the Sustainable Development Council, at a time, 3 provincial councils are included. Chief Secretary of a Provincial council or other appointees are usual members.</td>
<td>Mr. Pradeep Saputhanthri, Director, Sustainable Development Council</td>
<td></td>
</tr>
<tr>
<td>Include a representative from the Ministry of Provincial Councils, Local Government &amp; Sports</td>
<td>Mr. A. V. Janadara, Director, National Budget Department</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Comments**

a) The National Evaluation Policy should be in line with the draft Bill on Evaluation.

b) Institutional evaluations need to be detailed in the Bill.

c) The role of the DPMM is not clearly mentioned. Would be open to discussion with Ms. Ayanthi de Silva DG, SDG Council
<table>
<thead>
<tr>
<th>Section of draft Bill</th>
<th>Comment</th>
<th>Comment made by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>the team, working on the drafting of the Bill at the DPMM.</td>
<td></td>
</tr>
<tr>
<td>a) Sequence is not in the order of usual practice, it can be arranged later.</td>
<td>Mr. S. Selvakunapalan Deputy LD</td>
<td></td>
</tr>
<tr>
<td>b) Document states that, as per UN resolutions all development projects should be evaluated, yet there is a discrepancy by mentioning that some do not need to be evaluated. It may be acceptable, but the committee should decide.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Whether Parliamentary Research and Evaluation Unit already been established or is it going to be created?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Recommendation of evaluation: is it different to an evaluation?</td>
<td>[answered by Dr. Soma De Silva and Mr. Sivagnanasothy as a necessity for evaluation, the findings should be produced with]</td>
<td></td>
</tr>
<tr>
<td>Section of draft Bill</td>
<td>Comment</td>
<td>Comment made by</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td>recommendations and those should be implemented by the relevant authority. If a Ministry has 10 recommendations at least 6 should be implemented</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 15 of the new project submission template requests the details on monitoring and evaluation plans, and additionally requests details of previous evaluations/ongoing evaluations. This will help the project appraisal stage in terms of identifying lessons learnt and impacts. [Dr. Soma responded that possibility of evaluation of a project is mentioned in the draft Bill as well. Mr. Sivagnanasothy recommended including this detail in the Act].</td>
<td>Mrs. Shiranthi Rathnayake, Additional DG Department of National Planning</td>
<td></td>
</tr>
<tr>
<td>COPA is preparing an annual report template as well, therefore the draft summary should be in line with it [Hon. Mayantha Dissanayake expressed that since he and Hon. Thilakarajah is in the Public Finance Committee as well, he recommends that the format</td>
<td>Mr. A. V. Janadara, Director, National Budget Department</td>
<td></td>
</tr>
</tbody>
</table>
### Interim Report of the Select Committee of Parliament to study and report to Parliament its recommendation to ensure National Evaluation Capacity in Sri Lanka

<table>
<thead>
<tr>
<th>Section of draft Bill</th>
<th>Comment</th>
<th>Comment made by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>being prepared by the Select Committee should be followed</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) The usual procedure is that the Attorney - General Department involves itself in drafting of legislature once the content is decided. However, as per the Parliament’s request they are assisting us from the initial stages.</td>
<td>Ms. Maithri Jayathilake, State Counsel, Department of Attorney- General</td>
<td></td>
</tr>
<tr>
<td>b) Since the representative was not present during the first half of the meeting, upon reading the minutes, the Attorney General Department will provide comments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) The role of the National Planning Department should be considered</td>
<td>Dr. Lakshmi Somathunga, Additional Director, Ministry of Health, Nutrition and Indigenous Medicine</td>
<td></td>
</tr>
<tr>
<td>b) Can role of ‘Director-Evaluation’ be merged with ‘Director – Planning’? [Hon. Mayantha Dissanayake responded that the]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section of draft Bill</td>
<td>Comment</td>
<td>Comment made by</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td>position should be independent since merging has not worked in the past</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can roles of Ministries and Stakeholders be specified in the Bill?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Mr. Sivagnanasothy expressed that a plan should be submitted, the NEC (National Evaluation Committee) can be a regulating body to ensure the use of recommendations/findings of evaluations]</td>
<td>Hon. Mayantha Dissanayake</td>
<td></td>
</tr>
<tr>
<td>a) Can the Bill include requests for evaluations from the public?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Can foreign expertise be sought regarding the draft Bill? [Hon. Mayantha Dissanayake expressed that it is better to discuss with the Committee Chair about this matter]</td>
<td>Dr. Soma De Silva Senior Consultant SDGAP</td>
<td></td>
</tr>
</tbody>
</table>

The Hon. Mayantha Dissanayake, requested Dr. Soma de Silva to send the drafted Bill with the amendments discussed at the meeting, as soon as possible to the Committee Secretariat. He also directed the Secretary to the Committee to circulate the same among all stakeholders requesting to submit their observations to the next Committee Meeting.
Mrs. Ayanthi de Silva, Director General, Department of Project Management & Monitoring, informed the Committee that her department is willing to have a meeting with the officials of the Attorney-General Department, Legal Draftsman’s Department, National Audit Office, and other key Stakeholders and the draft team.

The Hon. Mayantha Dissanayake, directed the DG, DPMM to submit a report after the meeting, including their comments on the drafted Bill to the Committee Secretariat as it should be discussed during the Committee proceedings.

2.2 Common Template for the Annual Report of Government Institutions

The Committee decided to review the Common Template further at the next Meeting after receiving the comments from the Sectoral Oversight Committees and the stakeholders.

3. Any other Business

3.1 Linking with Select Committee on SDGs

The Chair stated that after consulting the Hon. Speaker, feedback will convey to the Committee.

3.2 Tabling Briefing Notes prepared by PRU

The Chair stated that he would discuss this matter before the Parliamentary Business Committee and inform its opinion to the Committee.

3.3 Capacity Building of the Parliament Research Unit (PRU)

Replying to the query by the Chair regarding the present position of the training programme, Mr. M. Ajwdeen, Senior Research Officer expressed that, phase one of the training programme includes nine sessions. He further mentioned that a Geographic Information System Mapping Technology (GIS) training was conducted from 27th to 30th May 2019, at University of Peradeniya and achieved the target of the session.

4. Adjournment

The Committee after deliberations resolved, -

i. to circulate draft Bill among all stakeholders

( 48 )
The Committee was at 11.45 a.m. adjourned till 4.00 p.m. on Tuesday, 09th July 2019.

Sgd/Tikiri K. Jayathilake
Secretary to the Committee

Parliament of Sri Lanka
Sri Jayewardenepura Kotte

--------------------------------

THIRD SESSION OF THE EIGHTH PARLIAMENT

Fourth Meeting of the Select Committee of Parliament to study and report its recommendations to Parliament to ensure National Evaluation Capacity in Sri Lanka

Tuesday, 09 July 2019 at 4.00 p.m. in Committee Room No.08 of the Parliament

PRESENT:
Hon. J.M Ananda Kumarasiri (Chair)
Hon. Lakshman Ananda Wijemanne
Hon. Mylvaganam Thilakarajah
Hon. Sandith Samarasinghe

Mr. Tikiri K. Jayathilake, Assistant Secretary General and Secretary to the committee

In attendance
Mr. V. Sivagnanasothy, Secretary, Ministry of National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development and Youth Affairs
Mr. R.M.J. Rathnayake, Deputy Auditor General, National Audit Office
Mr. S. Selvakkunapalahan, Deputy Legal Draftsman, Department of Legal Draftsman
Dr. Edward de Alwis, Additional Secretary, Ministry of Health & Indigenous Medicine
Mrs. Nayana Nathavitharana, Additional Secretary, Ministry of Internal & Home Affairs and Provincial Councils & Local Government
Mr. A. Senanayake, Additional Secretary, Ministry of Internal & Home Affairs and Provincial Councils & Local Government
Interim Report of the Select Committee of Parliament to study and report to Parliament its recommendation to ensure National Evaluation Capacity in Sri Lanka

Mr. N.D.H. Pushpakumara, Director (Eng), Ministry of Internal & Home Affairs and Provincial Councils & Local Government
Mrs. Uma Niranjana, Director (Planning), Ministry of Tourism, Wildlife and Christian Religious Affairs
Mr. R.R.M.D. N. Bambaradeniya, Assistant Secretary (Development), Ministry of Internal & Home Affairs and Provincial Councils & Local Government
Mrs. Ayanthi de Silva, Director General, Department of Project Management & Monitoring
Ms. Sepali Rupasinghe, Additional Director General, Department of National Planning
Mrs. Shiranthi Rathnayake, Additional Director General, Department of National Planning
Dr. S. Sridharan, Deputy Director General (Planning), Ministry of Health & Indigenous Medicine
Mrs. K.A.R. Dharmasena, Director, Ministry of Agriculture, Livestock Development, Irrigation, Fisheries, and Aquatic Resources Development
Mrs. Y.P.Sumana, Director, Department of National Budget
Mr. Pradeep Saputhanthri, Director, Sustainable Development Council
Ms. Vaidehi Anushyanthan, Assistant Director, Presidential Task Force for Northern & Eastern Provinces
Dr. Soma de Silva, Senior Consultant, SDGAP
Dr. A.J. Satharasinghe, Senior Consultant, SDGAP
Ms. Kamanee Hapugalle, Policy Specialist, SDGAP

The Committee met pursuant to adjournment. The Hon. J. M. Ananda Kumarasiri, Deputy Speaker and Chair of the Committee, took the chair. The Chair welcomed and thanked all the Members and the Officials for their presence at the Meeting.

1. Confirmation of the Minutes

The Minutes of the Third Meeting held on 18th June 2019 were read and confirmed.

2. Business of the Day

2.1 Capacity-Building of Parliament Research Unit (PRU)

Dr. A.J.Satharasinghe, Senior Consultant, SDGAP explained the progress of the Capacity Building of PRU up to 8th July 2019 as follows;
• Phase one training programmes have already been completed.

• 16 Training programmes have been completed up to now out of 26 programmes planned. Wider area of the subject such as research methodology, official statistics of the country, demographic statistics, data sources for the agriculture, crop production, food security, preparation of the thematic mapping, compilation of the statistics in public and private sector school, the economic units maintained by the department of the Census and Statistics (poverty level of Sri Lanka, trends in households income, expenditure), data visualization and how to prepare a briefing paper are covered by these training programmes.

• Conducted a residential training programme for thematic mapping from 27th to 30th May 2019 at the University of Peradeniya.

• Geographic Information System Mapping Technology (GIS) to read Geocoded Data was also practiced, to draw maps in various patterns.

• A five day training on Statistical Package for Social Scientists (SPSS) was conducted by the Institute of Applied Statistics which is a very important package for data analysis.

Mr. Sathrasinghe also mentioned that various outside resource personnel had extended their support for these training programs creating wider network between PRU and outside institutions such as Department of Census, Institute of Policy Studies, Hector KobbeKaduwa Research Institute, Universities of Colombo, Kelaniya, Peradeniya, Rajarata, Department of National Planning, Central Bank, Department of Customs, and also with several experts in freelance consultancy services.

He also recommended that, it is more appropriate to have a separate Budget for PRU to gain the benefit of capacity building training to the Parliament.

He also mentioned that, preparation of a data catalogue, analysis of questions from MPPs, and Organizing guest lectures by PRU staff as part of their competency development are other activities in progress.
2.2 Draft Bill on Evaluation

The Committee Chair informed that reviews on the draft Bill were obtained from two eminent experts in evaluation, Mr. Marco Segone (former Chair, United Nations Evaluation Group) and Prof. Ian Goldman (Acting Deputy-Director General (DDG), in South Africa), with the Department of National Planning (NPD), Department of Project Management and Monitoring (DPMM). He also added that considering the time period to present the report of the Select Committee the Bill needs to be finalized within very short period to obtain the approval of Parliament.

The Chair of the Committee invited stakeholders to present their comments;

In response to that Mrs. Ayanthi de Silva, Director General, Department of Project Management & Monitoring stated that they had a meeting with Mr. V. Sivagnanasothy, Secretary, Ministry of National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development and Youth Affair, the Treasury officials and Dr. Soma De Silva to clarify the functions of the DPMM in drafting the Bill and suggested the following changes:

• Replace the term ‘legislators’ with ‘policy makers’
• Replace ‘DPMM’ with ‘Ministry of Finance’
• Revise the use of the term ‘Secretary General of Parliament’
• Order of submission could be DPMM, National Evaluation Commission and then with permission of the Commission can be submitted to the Cabinet of Ministers
• Remove the names of the training institutions or service departments.
• The definition of Public authority should be as per the Finance Act.

Dr. De Silva stated that comments and suggestions received from both Prof. Ian Goldman and Mr. Marco Segone have also been incorporated to the draft Bill which were circulated among the stakeholders.

Dr. Edward De Alwis, Additional Secretary, Ministry of Health and Indigenous Medicine enquired on the feasibility for the proposed
Evaluation Commission to provide clearance to all development projects. The Chair of the Committee, Mr. V. Sivagnanasothy and Dr. De Silva clarified that all evaluations need not be cleared and that criteria clause was already been modified in the revised draft Bill.

The Secretary to the Committee brought to the notice of the Committee, the necessity of consulting the Deputy Legal Draftsman regarding the drafting aspects of the draft Bill. He also stated that the Bill should be simple, a skeleton type of legislation and built on regulations. Further, the Secretary to the Committee suggested that it would be appropriate to discuss the draft Bill clause by clause.

Expressing the final steps to be taken the Chair of the Committee said that all stakeholders who were involved in this drafting process should agree on the contents of the Bill and therefore the final draft of the Bill should be presented at the next meeting. He further mentioned that, prior to the next meeting, the relevant stakeholders should discuss and agree to the contents of the Bill. The Chair, directed Mr. V. Sivagnanasothy to arrange a meeting and obtain all comments and agreement from the institutions concerned.

2.3 Common Template for the Annual Report of Government Institutions

The Committee Chair stated that the Hon. Lasantha Alagiyawanna, the Chair of the Committee on Public Accounts be invited to the next meeting to discuss the Common Template for the Annual Report of Government Institutions as the Committee on Public Accounts has already prepared a template for this purpose.

3. Adjournment

The Committee after deliberations resolved that-

i. the next meeting will be held on the 9th of August 2019 at 10.30 a.m.

ii. the relevant stakeholders were directed to discuss the contents of the Bill and agree on the contents prior to the 5th of August.

iii. the Hon. Lasantha Alagiyawanna, Chair of the COPA, be invited to discuss the Template for the Annual Report of Government Institutions.
The Committee was at 5.45 p.m. adjourned till 10.00 p.m. on Tuesday, 06th August 2019.

Sgd/ Tikiri K. Jayathilake
Secretary to the Committee

Parliament of Sri Lanka
Sri Jayewardenepura Kotte

THIRD SESSION OF THE EIGHTH PARLIAMENT

Fifth Meeting of the Select Committee of Parliament to study and report its recommendations to Parliament to ensure National Evaluation Capacity in Sri Lanka

Friday, 09 August 2019 at 10.30 a.m. in Committee Room No.08 of the Parliament

PRESENT:
Hon. Kabir Hashim
Hon. Mylvaganam Thilakarajah
Hon. Mayantha Dissanayake
Mr. Tikiri K.Jayathilake, Assistant Secretary General and Secretary to the committee

In attendance
Mr. V. Sivagnanasothy, Secretary, Ministry of National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development and Youth Affairs
Mr. Mapa Pathirana, State Secretary, Ministry of Mahaweli Development and Environment
Mr. R.M.J. Rathnayake, Deputy Auditor General, National Audit Office
Mr. S.Selvakkunapalan, Deputy Legal Draftsman, Department of Legal Draftsman
Dr. Sunil de Alwis, Additional Secretary, Ministry of Health & Indigenous Medicine
Mr. A.H.S.Wijesinghe, Additional Secretary, Ministry of Tourism, Wildlife and Christian Religious Affairs
Mrs. H Nilakshi N Gunawardena, Additional Secretary, Minister of Agriculture, Rural Economic Affairs, Irrigation and Fisheries & Aquatic Resources Development
Mrs. L.Mangalika, Additional Secretary, (Technical), Ministry of City Planning Water Supply and Higher Education
Mr. S. Anverdeen, Director General, Ministry of Internal, Home Affairs and Provincial Councils Local Government
Dr. M.M.S.S.B.Yalegama, Director General, Sustainable Development Council
Ms. Sepali Rupasinghe, Additional Director General, Department of National Planning
Mrs. Shiranthi Rathnayake, Additional Director General, Department of National Planning
Mr. M.H.M. Zameel, Additional Director General, Department of Project Management & Monitoring
Mr. S.U. Chandrakumaran, Additional Director General, Department of Public Finance
Mrs. K.A.R. Dharmasena, Director, Minister of Agriculture, Rural Economic Affairs, Irrigation and Fisheries & Aquatic Resources Development
Mr. Pradeep Saputhanthri, Director, Sustainable Development Council
Mrs. M. Anoma Nandani, Director, Department of National Budget
Mrs. L.N.Wijesekara, Director, Ministry of Education
Mrs. Uma Niranjana, Director (Planning), Ministry of Tourism, Wildlife and Christian Religious Affairs
Mr. M.Y.M. Yapabandara, Director, Department of National Zoological Gardens
Mr. Eranda Gamage, Additional Director, Department of Wildlife Conservation
Ms. Vaidehi Anushyanthan, Assistant Director, Presidential Task Force for Northern & Eastern Provinces
Mr. W.I.G.G. Kosala, Assistant Director, Department of Public Finance
Dr. Soma de Silva, Senior Consultant, SDGAP
Dr. A.J. Satharasinghe, Senior Consultant, SDGAP
Ms. Kamanee Hapugalle, Policy Specialist, SDGAP

The Committee met pursuant to the adjournment. The Hon. Kabir Hashim, Minister of Highways, Road Development, and Petroleum Resources Development chaired the meeting on behalf of the Hon. J. M. Ananda Kumarasiri, Deputy Speaker and Chair of the Committee. The Chair welcomed and thanked all the Members and the Officials for their presence at the Meeting.
1. Confirmation of the Minutes

The Minutes of the Fourth Meeting held on 09th July 2019 were read and confirmed.

2. Business of the Day

2.1 Briefing on COPA Evaluation Process

Mr. Lalith R. de Silva, Consultant to the Committee on Public Accounts (COPA) made a brief introduction with regard to the online evaluation process implemented by the COPA as follows;

- the main focus is on compliance among institutions in the central government, provincial councils, and local authorities.
- an online questionnaire of 57 questions is provided to be filled online, based on the information provided a report is presented to Parliament along with an analysis by COPA.
- the portal currently has 840 institutions under its purview.
- Part B of the questionnaire focuses on performance compliance,

He also stated that, the aim is to standardize the evaluation process of the government institutions.

The Chair requested to consider the possibility of sharing such reports with the Department of Project Management and Monitoring.

The Hon. Mylvaganam Thilakarajah, suggested that all the Sectoral Oversight Committees (SOCs), the Committee on Public Enterprises (COPE), the Committee on Public Accounts (COPA), the Department of Public Finance and the ICTA be invited to discuss the details of the evaluation process carried out at present.

2.2. Presentation on the Common Template for Annual Report, by the Department of Public Finance

Mr. S.U. Chandrakumaran, Additional Director General, Department of Public Finance made a short presentation on the Common Template prepared for government institutions to be used in presenting their Annual Reports.

The Secretary to the Committee explained that the Common Template was formulated by the Department of Public Finance on the request of
COPA, to overcome the difficulty in reading Annual Reports that are presented in various formats.

Dr. Soma de Silva, Senior Consultant, SDGAP expressing her views said that format was good as an instrument for capturing financial data, but it could provide complete report of performance if integrated with the template for executive summary of Annual Report, already prepared by the Select Committee. Further, she mentioned that the Committee, especially focused on achievement of development results, knowledge gained through evaluations and its application for improved planning budgeting and implementation, in preparing the template.

The Hon. Mylvaganam Thilakarajah, expressed that it is appropriate to discuss the format by the Sub – Committee on Annual Report Format with the COPA.

2.3 Draft Bill on Evaluation

Dr. Soma de Silva, made a brief presentation on the elements of the draft Bill.

The Chair of the Committee enquired whether it is necessary to incorporate the comments received from the Prof. Ian Goldman (Acting Deputy-Director General (DDG), in South Africa), and also emphasized that the necessity of funds for the Evaluation Commission should be ensured.

Dr. M.M.S.S.B.Yalegama, Director General of the Sustainable Development Council pointed out that DPMM should be included in the Commission and enquired whether a Commission can be referred to as ‘Body Corporate’

The Hon. Kabir Hasheem stated that although certain shortcomings might be in the Bill, it is important to move forward due to time constraints. Expressing the final steps to be taken, the Hon. Minister said that all stakeholders who were involved in this drafting process should agree to the contents of the Bill on principle, since this process was initiated several months ago.

He also brought to the notice of the Committee that it is worth to have a consultation with the Civil Societies and all Sectoral Oversight
Committees on the draft Bill and further stated that he would take the responsibility to proceed, the Bill.

3. Adjournment

The Committee was at 12.30 p.m. adjourned sine - die.

Sgd/ Tikiri K. Jayathilake
Secretary to the Committee

Parliament of Sri Lanka
Sri Jayewardenepura Kotte

--------

FOURTH SESSION OF THE EIGHTH PARLIAMENT

Sixth Meeting of the Select Committee of Parliament to study and report its recommendations to Parliament to ensure National Evaluation Capacity in Sri Lanka

Thursday, 06 February 2020 at 2.30 p.m. in Committee Room No.08 of the Parliament

PRESENT:

Hon. J.M Ananda Kumarasiri (Chair)
Hon. Mylvaganam Thilakarajah
Hon. Mayantha Dissanayake

Mrs. Indira Dissanayake, Secretary to the Committee

In attendance

Dr. Soma de Silva, Senior Consultant, SDGAP
Dr. Chameera Yapa Abeywardena, Ministry of Healthcare and Indigenous Medical Services

The Committee met pursuant to adjournment. The Hon. J. M. Ananda Kumarasiri, Deputy Speaker and Chair of the Committee, took the chair. The Chair welcomed and thanked all Members and the Officials for their presence at the Meeting.

The Hon. Tharaka Balasuriya, State Minister of Social Security was also participated at the meeting as per the invitation of the Committee Chair.

1. Confirmation of the Minutes

The Minutes of the fifth Meeting held on 09th August 2019 were read and confirmed.
2. Business of the Day

2.1 Common Template for Annual Report

Submitting the clarification to the Chair regarding the Common Template, Dr. Soma de Silva, Senior Consultant, SDGAP stated that though the template formulated by the department of Public Finance is accepted it has focused only the way of capturing financial data. She further expressed that it would be more appropriate to amalgamate that format with the template already been prepared by the Select Committee, as it could provide complete report of performance.

The Committee agreed that suggestion, as the ultimate objective of preparing the Common Template would be easy reference of the annual report.

2.2 Draft Bill on Evaluation

The Committee After having long deliberation, decided not to have a consultation with Civil Societies and all the Sectoral Oversight Committees on the draft Bill at this juncture as it would take more time. The Hon. Mylvaganam Thilakarajah brought to the notice of the Committee that it is worthwhile to present the Committee report to the Parliament before the dissolution. The Committee agreed that suggestion and the Chair, directed the Secretary to the Committee to circulate the draft report among all Members of the Committee to obtain their views.

Replying to the query by the Hon. Tharaka Balasuriya, Dr. Soma de Silva stated that the main focus of this draft Bill is to support the development process and the development results of the country. She further expressed that this is the only way of demonstrating the success of the development.

Further, the Chair stated that the draft National Evaluation Bill has been prepared in consultation with senior officials from the relevant Line Ministries and representatives of professional organizations. He further expressed that the comments and suggestions, received from eminent internationally renowned leaders in the field of evaluation, have also been accommodated.

Replying to the query by the Hon. Tharaka Balasuriya regarding the functions of the National Audit Office, Dr. Soma de Silva explained
that in the current scenario they are focusing and emphasizing only the performance largely in finance. She added that utility and the accountability are the two main functions of the evaluation, which will be fulfilled under the draft Bill.

In addition, Dr. de Silva stated that Evaluation can not stand alone and should be done through a scientific process, since the evaluation should be done for projects as well as pre and post policies. Further, she stated that policies on affirmative action should review within 3 or 5 years’ time of implementation.

The Hon. Mylvaganam Thilakarajah, also expressed that pre and post legislation scrutinizing should be there.

Replying to the query by the Hon. Tharaka Balasuriya as to whether it could be brought under the same umbrella, without having different entity, Dr. Soma de Silva expressed that to ensure norms and standard utilization the entity should be independent and act in credible way. She further pointed out that at the moment there is no any entity in the government which has knowledge, capacity and the power to coordinate this process and also the Commission can get the external people involvement to ensure the standards of the evaluation, since the proposed Commission is more positive, supportive and an independent body.

The Hon. Tharaka Balasuriya suggested that existing system is more appropriate instead of having a new entity. Dr. Soma de Silva expressed her views that whether all these functions can be just transfer to whatever entity that going to be responsible for the evaluation functions of the government but that should be under the President directly. She further stated that mechanism should be decided by the government.

The Hon. Mylvaganam Thilakarajah stated that it would be more appropriate to check the duties and responsibilities in the current practice of the National Audit Office. If it is aligned with the duties and the responsibilities which are going to be assigned to the proposed Commission, it can be finalized and given to the National Audit office. He also noted that the National Audit Act which was passed, recently needs to be amended accordingly.

( 60 )
The Chair of the Committee highlighted that, if the proposed Budget Office is established, this could be brought together as budgeting helps to right investment.

The Hon. Mayantha Dissanayake, suggested that, it is more appropriate to have a meeting with His Excellency the President to discuss the future steps that can be taken with regard to the draft National Evaluation Bill and the process of the Committee.

The Committee agreed, since there are three options as whether the National Audit Office get transfers the duties and responsibilities, establish a new Commission for evaluation or check whether is there any possibility to work together with proposed Budget Office.

The Committee agreed that suggestion and the Chair of the Committee directed the Secretary to the Committee to send a letter to His Excellency the President requesting convenient time to have a discussion. Further, the Chair requested Dr. Chameera Yapa Abeywardena to coordinate with His Excellency for this purpose.

3. The Committee after deliberations resolved, -

   i. to circulate the draft report among the all Committee Members

   ii. to consider the final report at the next meeting scheduled to be held on 18.02.2020

   iii. to invite both the Hon. (Dr.) Ramesh Pathirana, Minister of Plantation Industries and Export Agriculture and the Hon. Tharaka Balasuriya, State Minister of Social Security to the next Committee Meeting

   iv. to present the Committee report to the Parliament on 20.02.2020

   v. to have a press briefing after presenting the report to Parliament

The Committee was at 3.50 p.m. adjourned till 2.30 p.m. on Tuesday, 18 February 2020.

sgd/ Indira Dissanayake
Secretary to the Committee

Parliament of Sri Lanka
Sri Jayewardenepura Kotte

-------------------
Fourth Session of the Eighth Parliament

Seventh Meeting of the Select Committee of Parliament to study and report its recommendations to Parliament to ensure National Evaluation Capacity in Sri Lanka

Tuesday, 18 February 2020 at 2.30 p.m. in Committee Room No.08 of the Parliament

Present:
Hon. J. M. Ananda Kumarasiri (Chair)
Hon. Mayantha Dissanayake
Hon. Sandith Samarasinghe
Mrs. Indira Dissanayake, Secretary to the Committee

In attendance
Dr. Soma de Silva, Senior Consultant, SDGAP
Dr. Chameera Yapa Abeywardena
Mrs. Kamanee Hapugalle, Policy Planning Experts, SDGAP

The Committee met pursuant to adjournment. The Hon. J. M. Ananda Kumarasiri, Deputy Speaker and Chair of the Committee, took the chair. The Chair welcomed and thanked all the Members and the Officials for their presence at the Meeting.

1. Confirmation of the Minutes

The Minutes of the sixth Meeting held on 06th February 2020 were read and confirmed.

2. Business of the Day

2.1 considering the draft Committee Report

The Committee considered the draft report of the Committee and approved same with amendments.

After deliberations, the Committee decided to conclude the proceedings and instructed the Secretary to the Committee to make necessary arrangement to present the report in Parliament on 20.02.2020.

3. Adjournment

The Committee was at 3.45 p.m. adjourned sine-die

sgd/ Indira Dissanayake
Secretary to the Committee

Parliament of Sri Lanka
Sri Jayewardenepura Kotte

-------------------
Annex 01 and 02.

Senior government officials and other eminent persons who assisted and appeared before the Committee to give evidence

i. Mr. V. Sivagnanasothy, Secretary to the Ministry of National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development, Vocational Training & Skills Development and Youth Affairs

ii. Mr. A. Senanayake, Additional Secretary, Ministry of Internal & Home Affairs and Provincial Councils & Local Government

iii. Dr. Sunil de Alwis, Additional Secretary, Ministry of Health & Indigenous Medicine

iv. Mr. P. Senthilnanthan, Additional Secretary, Ministry of National Policies, Economic Affairs, Resettlement and Rehabilitation, Northern Province Development, Vocational Training and Skills Development and Youth Affairs.

v. Mrs. L. Mangalika, Additional Secretary, Ministry of City Planning, Water Supply and Higher Education

vi. Mrs. Nayana Nathavitharana, Additional Secretary, Ministry of Internal & Home Affairs and Provincial Councils & Local Government

vii. Mr. A. Senanayake, Additional Secretary, Ministry of Internal & Home Affairs and Provincial Councils & Local Government

viii. Mrs. D. L. Sannasooriya, Additional Secretary, Tourism, Wildlife and Christian Affairs Ministry

ix. Mrs. H. N. N. Gunasekara, Additional Secretary, Ministry of Agriculture

x. Mr. S. J. S. Chandraguptha, Additional Secretary, Ministry of Health

xi. Mrs. L. Mangalika, Additional Secretary, Ministry of City Planning, Water Supply and Higher Education

xii. Dr. Edward de Alwis, Additional Secretary, Ministry of Health & Indigenous Medicine

xiii. Mr. A.H.S. Abeyesinghe, Additional Secretary, Ministry of Tourism
xiv. Mr. H.D. Ratnayake, Additional Secretary, Ministry of Tourism

 xv. Ms. H.N.N. Gunasekara, Additional Secretary, Ministry of Agriculture

 xvi. Mr. Mapa Pathirana, State Secretary, Ministry of Mahaweli Development and Environment

 xvii. Dr. Alan Ludowyke, Senior Assistant Secretary, Ministry of Health, Nutrition and Indigenous Medicine

 xviii. Mr. R.R.M.D. N. Bambaradeniya, Assistant Secretary (Development), Ministry of Internal & Home Affairs and Provincial Councils & Local Government

 xix. Dr. Sugath Yalegama, Director General, Sustainable Development Council

 xx. Mr. S. Anverdeen, Director General, Ministry of Internal, Home Affairs, and Provincial Council

 xxi. Mrs. Ayanthi De Silva, Director General, Department of Project Management and Monitoring

 xxii. Mr. Dhammika Malsinghe, Director General, Department of National Zoological Gardens

 xxiii. Mrs. Sepali Rupasinghe, Additional Director General, Department of National Planning

 xxiv. Mrs. Shiranthi Rathnayake, Additional Director General, Department of National Planning

 xxv. Mr. M.H.M. Zameel, Additional Director General, Department of Project Management & Monitoring

 xxvi. Ms. Sepali Rupasinghe, Additional Director General, Department of National Planning

 xxvii. Dr. S. Sridharan, Deputy Director General, Ministry of Health, Nutrition and Indigenous Medicine

 xxviii. Mr. R.M.J. Rathnayake, Deputy Auditor General, National Audit Office

 xxix. Mr. S. Selvakunapalan, Deputy Legal Draftsman, Legal Draftsman’s Department
xxx. Mrs. Maithri Jayathilake, State Counsel, Attorney General’s Department

xxxi. Mr. Pradeep Saputhanthri, Director, Sustainable Development Council

xxxii. Mr. A. V. Janadara, Director, National Budget Department

xxxiii. Mrs. Y. P. Sumana, Director, National Budget Department

xxxiv. Mrs. K.A.R. Dharmasena, Director, Ministry of Agriculture, Livestock Development, Irrigation, Fisheries, and Aquatic Resources Development

xxxv. Mr. N.D.H. Pushpakumara, Director (Eng), Ministry of Internal & Home Affairs and Provincial Councils & Local Government

xxxvi. Mrs. Uma Niranjana, Director (Planning), Ministry of Tourism, Wildlife and Christian Religious Affairs

xxxvii. Mr. K.A.R Dharmasena, Director, Ministry of Agriculture

xxxviii. Mr. N.D.H. Pushpakumara, Director (Eng), Ministry of Internal & Home Affairs and Provincial Councils & Local Government

xxxix. Mrs. Uma Niranjana, Director (Planning), Ministry of Tourism, Wildlife and Christian Religious Affairs

xl. Mr. M.Y.M. Yapabandara, Director, Department of National Zoological Gardens

xli. Mrs. L.N. Wijesekara, Director, Ministry of Education

xlii. Dr. Lakshmi Somathunga, Additional Director, Ministry of Health, Nutrition and Indigenous Medicine

xliii. Mr. Jagath Seneviratna, Head M&E, ICTA

xliv. Mrs. Vaidehi Anushyanthan, Assistant Director, Presidential Task Force for Northern & Eastern Provinces

xlv. Mr. W.I.G.G. Kosala, Assistant Director, Department of Public Finance

xlvi. Mr. Y. M. S. Gunasekara, Chief Finance Officer, Ministry of Education

xlvii. Ms. M. Anoma Nandani, Department of National Budget
xlviii. Mr. Aavin Unamboowe-Dambawinne, Personal Assistant to Hon. K. Hashim, Ministry of Highways, Road Development, and Petroleum Resources Development

xlix. Dr. Soma De Silva, Senior Consultant, SDGAP

l. Dr. Amara Satharasignhe, Senior Consultant, SDGAP

li. Ms. Kamanee Hapugalle, Policy Specialist, SDGAP

lii. Mr. Ganesalingam Gajamugavarnan, M&E Specialist, SDGAP
General Assembly

Sixty-ninth session

Agenda item 24

Resolution adopted by the General Assembly on 19 December 2014

[on the report of the Second Committee (A/69/473)]

69/237. Building capacity for the evaluation of development activities at the country level

The General Assembly,


Reiterating the importance of building national capacity for the evaluation of development activities,

Reaffirming that national capacity for the evaluation of development activities may be further strengthened by the entities of the United Nations development system upon request and in accordance with the principle of national ownership and with the national policies and priorities defined by Member States,

Cognizant that the United Nations Evaluation Group and the relevant actors have designated 2015 as the International Year of Evaluation and that they would potentially contribute to supporting Member States, upon their request, in building their capacity for the evaluation of development activities,

1. Notes that international cooperation in building national capacity for evaluation at the country level
should be voluntary and carried out upon request by Member States;

2. *Invites* the entities of the United Nations development system, with the collaboration of national and international stakeholders, to support, upon request, efforts to further strengthen the capacity of Member States for evaluation, in accordance with their national policies and priorities;

3. *Requests* the Secretary-General to provide an update, in 2016, on progress made in building capacity for evaluation, based, inter alia, on inputs from Member States and the United Nations development system, including the United Nations Evaluation Group, as well as the Joint Inspection Unit, to be considered during the quadrennial comprehensive policy review of operational activities for development of the United Nations system in 2016.

75th plenary meeting

19 December 2014
AN ACT TO PROVIDE FOR THE ESTABLISHMENT OF A NATIONAL COMMISSION ON EVALUATION OF DEVELOPMENT INTERVENTIONS AND PUBLIC POLICIES; FOR THE PREPARATION AND IMPLEMENTATION OF THREE-YEAR ROLLING EVALUATION PLANS; AND FOR MATTERS CONNECTED THEREWITH OR INCIDENTAL THERETO.

BE it enacted by the Parliament of the Democratic Socialist Republic of Sri Lanka as follows:

1. This Act may be cited as the National Evaluation of Development Interventions and Public Policies Act, No. .. of 2020 and shall come into operation on such date as the Minister may appoint by Order published in the Gazette (hereinafter referred to as the “appointed date”).

PART I

ESTABLISHMENT OF THE NATIONAL COMMISSION ON EVALUATION OF DEVELOPMENT INTERVENTIONS AND PUBLIC POLICIES

2. (1) There shall be established a commission which shall be called as the National Commission on Evaluation of Development Interventions and Public Policies (in this Act referred to as the “Commission”).

(2) The Commission shall, by the name assigned to it by subsection (1), be a body corporate and shall have perpetual succession and a common seal and may sue and be sued by such name.

3. The objectives of the Commission shall be:

(a) to promote the intentional and systematic use of evidence to improve the development interventions and policies of the Government;

(69)
Powers, functions, and duties of the Commission.

4. The Commission shall have the following powers, functions and duties: -

(a) to take measures to ensure the independence, quality, and credibility of evaluations;

(b) to institutionalize evaluation as an integral part of the management of development interventions and public policies;

(c) to strengthen coordination among the evaluation system, planning systems, and monitoring;

(d) to prepare and submit National Three-Year Rolling Evaluation Plans and cause such plans to be implemented and findings to be utilized;

(e) to modify and adapt the internationally accepted good practices, standards and norms;

(f) to issue guidelines, templates, and instructions for all stages of an evaluation;

(g) to review methodologies, evaluation report standards, quality assessments,

(b) to provide an enabling environment for maintaining the independence, credibility, and usefulness of the evaluation function, institutional learning, and accountability across public authorities; and

(c) to enable public authorities to continually improve the relevance, performance, impact, sustainability, and value for money of the development interventions by utilizing evaluation findings to improve planning, budgeting, and implementation strategies.
improvement plans, annual or periodic reports, and competencies for evaluators;

(h) to make recommendations to the Ministry assigned the subject of evaluation for improving the evaluation function of public authorities;

(i) to require evaluation findings to support the performance reports prepared under section 16 of the National Audit Act, No. 19 of 2018;

(j) to call for evaluation plans, evaluation reports, Quality Assessments, Management Responses, Improvement Plans and reports of their progress or any other related documents from any public authority and to ensure that the evaluation findings have been used;

(k) to cause to conduct, on its own initiative, synthesis of evaluations or any evaluation of a development intervention or public policy which has a significant impact at its inception, at any time during implementation, or after completion and report its findings to Parliament;

(l) to cause to conduct evaluations of humanitarian assistance in emergencies or disaster situations;

(m) to develop job descriptions and competency profiles for public officers who are assigned functions related to evaluation;

(n) to develop and implement systematic competency development programs in evaluation;

(o) to publish periodic summary reports on evaluations conducted by the public authorities;
(p) to establish a technical advisory committee
to assist the Commission in the exercise,
discharge and performance of powers,
functions and duties; and

(q) to conduct activities, which are necessary for,
or conducive or incidental to, achieving the
objectives of the Commission.

PART II

THE ADMINISTRATION AND MANAGEMENT
OF THE COMMISSION

5. (1) The administration, management, and control
of the affairs of the Commission shall be vested in the
Board of Management of the Commission (in this Act
referred to as the “Board”) which shall consist of-

(a) two ex-officio members-

(i) the Secretary to the Ministry of the
Minister, hereinafter referred to as the
Minister or his nominee; and

(ii) the Secretary to the Ministry of the
Minister assigned the subject of Finance
or his nominee; and

(b) five other members chosen from among
persons having knowledge of, or practical
experience in evaluation and related fields
such as planning, public policies, statistics,
research, social science, natural science,
economics, engineering, environment,
finance, and law (hereinafter referred to as
the “appointed members”).

(2) The members of the Commission referred to in
subsection (1)(b) shall be appointed by the President,
on the recommendation of the Constitutional Council.

(3) The Chairperson of the Commission shall be
appointed by the President from among its members.
(4) The Board shall, for the purpose of administering the affairs of the Commission, exercise, discharge, and perform the powers, functions, and duties conferred on, assigned to or imposed on the Commission by this Act.

6. A person shall be disqualified from being appointed as a member or for continuing as a member of the Board, if -

(a) he is or becomes, a member of Parliament, a member of any Provincial Council or a member of a Local Authority;

(b) he is not, or ceases to be, a citizen of Sri Lanka;

(c) he is under any law in force in Sri Lanka or in any other country, found or declared to be of unsound mind;

(d) he is an undischarged insolvent or bankrupt; having been declared bankrupt or insolvent under any law in Sri Lanka or in any other country;

(e) he is serving or has served a sentence of imprisonment imposed by any court in Sri Lanka or in any other country; or

(f) he has any financial or other interests as is likely to affect prejudicially the discharge by him of his functions as a member of the Commission.

7. Every appointed member of the Board shall, unless he vacates office earlier by death, resignation or removal, shall hold office for a term of three years from the date of his appointment.

8. (1) A member may resign office by letter addressed to the President.
(2) The President shall remove from office any appointed member by a written communication addressed to him -

(a) if he becomes subject to any disqualifications as set out in section 6 of this Act;

(b) if in the opinion of the Minister he becomes permanently incapable of performing his duties due to any physical disability or unsoundness of mind; or

(c) if he does any act which, in the opinion of the President is likely to bring the Commission into disrepute.

(3) A member of the Commission who without obtaining leave from the President is absent from three consecutive meetings of the Commission, shall be deemed to have vacated office with effect from the date of the third of such meetings, and shall not be eligible thereafter to be reappointed as a member of the Commission.

(4) A member to whom a written communication is addressed under subsection (2), shall vacate his office with effect from the date specified in such communication.

(5) A member who has been removed from office shall not be eligible for reappointment as a member of the Board of the Commission or to serve the Commission in any other capacity.

(6) Upon the vacation of office by any appointed member, the President may appoint any suitable person having the qualifications set out in section 5(1)(b) of this Act to fill such vacancy and such person shall hold office for the unexpired period of the term of office of the member whom he succeeds.
(7) Where any appointed member other than the Chairperson is temporarily unable to perform the duties of his office due to ill health, absence from Sri Lanka or any other cause, the President may appoint any suitable person having the qualifications set out in section 5(1)(b) of this Act to act in place of such member.

(8) Where the Chairperson is temporarily unable to perform the duties of his office due to ill health, absence from Sri Lanka or any other cause, the President may appoint any other member of the Board to act in place of the Chairperson and the member so appointed shall act as the Chairperson for such period.

9. The members of the Board shall be paid such remuneration or allowance at such rates as may be determined by the Minister with the concurrence of the Minister in charge of finance.

10. (1) The quorum for a meeting of the Board shall be three members.

(2) The meetings of the Board shall be held at least once in a month.

(3) Subject to the provisions of this Act, the procedure for the transaction of business at meetings of the Board shall be determined by the Board.

(4) The Chairperson shall preside at all meetings of the Board and in the absence of the Chairperson from any meeting, a member elected by the members present from amongst themselves shall preside at such meeting.

(5) Any question arising at any meeting of the Board shall be determined by a majority of the members present and in the case of an equality of votes, the Chairperson shall have a second or casting vote.

(6) The Board may act notwithstanding a vacancy in the Board so long as the number of members of the
Act or proceedings of the Board deemed not to be invalid by reason of any vacancy.

Seal of the Commission.

Delegation of powers and functions of the Board.

---

Board is sufficient to constitute a quorum for a meeting of the Board.

11. No act or proceeding of the Board shall be invalid by reason only of the existence of any vacancy in the Board or any defect in the appointment of a member of the Board.

12. The seal of the Commission -

(a) shall be in the custody of such person as the Board may from time to time determine;

(b) may be altered in such manner as may be determined by the Board; and

(c) shall not be affixed to any document or instrument except in the presence of two members of the Board, both of whom shall sign the document or instrument in token of their presence.

13. (1) The Board may subject to such conditions as may be specified in writing, delegate to the Chairperson of the Board, Director-General of the Department of Project management and Monitoring or to any officer of the Commission, any of its powers, functions and duties and the Chairperson, Director-General or such officer shall exercise, discharge and perform such powers, functions and duties subject to any general or special directions issued by the Board.

(2) Notwithstanding any delegation made under subsection (1), the Board may exercise, discharge and perform any such power, function and discharge so delegated.
PART III
THREE-YEAR ROLLING EVALUATION PLANS

Criteria for evaluation. 14. The Commission may prescribe the criteria for the development interventions and public policies to be evaluated.

Preparation of evaluation plans & etc. 15. Every public authority shall-

(a) prepare Three-Year Rolling Evaluation Plans to evaluate its development interventions and public policies;

(b) take necessary steps to commission and manage evaluations specified in such evaluation plans;

(c) be accountable for preparing Management Responses to recommendations emanating from evaluations;

(d) use findings and recommendations of each evaluation to prepare an Improvement Plan and implement it; and

(e) communicate and cause to discuss evaluations to promote their utilization in planning, funding and other development related issues.

Contents of the evaluation plan. 16. (1) The evaluation plan shall include the following:

(a) the institutional arrangements that have been made within the public authority to have such evaluations conducted in an independent, credible, and useful manner;

(b) a list of all development interventions and public policies of the public authority indicating those selected to be evaluated within each year of the plan period;
(c) a summary of consultations on the evaluations held with stakeholders;

(d) the intended users of each evaluation and how they would use the evaluations;

(e) the plans for informing and discussing the findings of the evaluation with stakeholders and the public;

(f) a summary budget for each planned evaluation; and

(g) any other matters as may be required by the Commission.

(2) In the preparation of an evaluation plan, the public authority shall consult the appropriate institutions and persons to solicit views and suggestions of those entities potentially affected by or interested in such development interventions or public policies.

17. Every public authority shall ensure allocation of sufficient funds for the planned evaluations from the annual budget.

18. Every public authority other than a ministry shall prepare and submit a Three-Year Rolling Evaluation Plan for its development interventions or public policies to its ministry on or before the date as may be determined by the Commission.

19. Every ministry shall prepare a Three-Year Rolling Evaluation Plan which includes a few high priority evaluations selected from the evaluation plans of the public authorities under its purview together with those which such ministry considers to be of importance to such ministry as a whole.
20. Every ministry shall submit a Three-Year Rolling Evaluation Plan prepared under section 19 to the Ministry of the Minister with copy to Department of Project Management and Monitoring and the Commission.

21. The Commission in consultation with the Ministry and assistance of the Department of Project Management and Monitoring as required shall prepare a National Three-Year Rolling Evaluation Plan which includes the most priority evaluations selected from the ministry evaluation plans and those that the Commission identifies as of national importance.

22. The evaluations prepared in sections 18, 19, and 21 shall be utilized for learning and accountability purposes.

23. (1) The Commission shall cause the evaluations selected to the National Three-Year Rolling Evaluation Plan to be commissioned, managed and used with the participation of the relevant public authorities under the guidance of the Ministry.

24. (1) A public authority may conduct any evaluation included in its Three-Year Rolling evaluation plan, although not included in the National Three-year Rolling Evaluation Plan, in conformity with the standards, guidelines and other instructions issued by the Commission.

(2) Every public authority within three months of receiving the evaluation report from the evaluators who conducted the evaluation shall prepare and submit to the Ministry, the Department of Project Management and Monitoring, and the Commission—

(a) the evaluation report;

(b) a Quality Assessment of the evaluation;
Interim Report of the Select Committee of Parliament to study and report to Parliament its recommendation to ensure National Evaluation Capacity in Sri Lanka

(c) a Management Responses to the recommendations emanating from the evaluation indicating whether it agrees or not with each recommendation and if not why; and

(d) an Improvement Plan describing how the recommendations, findings, and evaluation experience will be used to improve the relevant development interventions or policies.

(3) Every ministry shall ensure that the Improvement Plan for each evaluation of the institutions under its purview is fully implemented and hence the evaluation findings are well utilized.

25. A public authority which conducts any evaluation whether it is in the National Three-Year Rolling Evaluation Plan or not, shall comply with the standards, norms, guidelines, templates, tools and instructions issued by the Commission.

26. Every public authority shall include a brief description of its evaluation function in the annual report of such public authority. The description shall include-

(a) a brief overview of the arrangements for conducting evaluations in an independent, credible and useful manner by the public authority;

(b) key findings of each evaluation conducted in the year of reporting;

(c) for each evaluation, the Quality Assessment, Management Response, the Improvement Plan, status of its implementation and improvements made in planning, budgeting, utilization of resources, implementation of the development interventions or policies and contributions made to evidence-informed governance;

(d) any other particulars as may be required.

( 80 )
27. (1) It shall be the duty of the Minister to submit, for the purpose of discussion and making decisions on policy, planning, and funding, to the Cabinet of Ministers, Parliament, and the Commission, the following materials for each evaluation in the National Three-Year Rolling Evaluation Plan or any other evaluation which Minister deems necessary to do so-

(a) Executive Summary of the Evaluation;
(b) Quality Assessment of the evaluation;
(c) Findings and recommendations of the evaluation;
(d) Management Responses to the recommendations;
(e) Improvement Plans for enhancing performance and their implementation; and
(f) Any other material as may be prescribed.

(2) Every person shall be entitled to access the materials mentioned in subsection (1).

(3) Every public authority shall make its evaluation reports, Quality Assessments, Management Responses, and Improvement Plans and their implementation reports accessible to the public from the official website of such public authority.

28. The Director-General of the Department of Project management and Monitoring shall be entitled to be present at meetings of the Board, except where any matter relating to such Director-General is being considered by the Board. The Director-General shall have no right to vote at such meetings.
29. (1) The Commission may appoint such officers and other employees as may be necessary for the efficient exercise, discharge and performance of the powers, functions and duties of the Commission.

(2) The conditions of employment, including remuneration, the eligibility criteria and the schemes of recruitment of the officers and employees referred to in subsection (1) shall be determined by the Board in keeping with related guidelines of the Government.

(3) The Commission shall not however appoint any person who has been dismissed from any previous position held by such person in the public or private sector as an officer or an employee of the Commission.

30. (1) At the request of the Board, any officer in the public service may, with the consent of that officer, the Secretary of the Ministry by or under which that officer is employed, and the Secretary to the Ministry of the Minister assigned the subject of Public Administration, be temporarily appointed to the staff of the Commission for such period as may be determined by the Board or be permanently appointed to the staff of the Commission.

(2) The provisions of section 14(2) of the National Transport Commission Act, No. 37 of 1991 shall mutatis mutandis, apply to and in relation to any officer in the public service who is temporarily appointed to the staff of the Commission and the provisions of section 14(3) of the National Transport Commission Act, No. 37 of 1991 shall, mutatis mutandis, apply to and in relation to any officer in the public service who is permanently appointed to the staff of the Commission.

(3) Where the Board employs any person, who has entered into a contract with the government by which he has agreed to serve the Government for a specified
period, any period of service to the Commission by that person shall be regarded as service to the Government for the purpose of discharging the obligations of such contract.

(4) Where any person is temporarily appointed to the staff of the Commission in pursuance of the provisions of subsection (2), he shall be subject to the same disciplinary control as any other members of such staff.

PART V

FINANCE

31. (1) The Commission shall have its own Fund.

(2) There shall be credited to the Fund of the Commission all such sums of money as may be voted upon from time to time by Parliament for the use of the Commission; and

(3) There shall be paid out of the Fund of the Commission all such sums of money required to defray expenditure incurred by the Commission in the exercise, discharge and performance of its powers, functions and duties under this Act.

32. (1) The financial year of the Commission shall be the calendar year.

(2) The provisions of Article 154 of the Constitution relating to the auditing of accounts shall apply in relation to the audit of accounts of the Commission.

(3) The provisions of Part IV of the Finance Act, No. 38 of 1971 Shall apply to the financial control and accounts of the Commission.
PART VI

GENERAL

Key performance indicators.

33. The Commission may develop key performance indicators to assess the performance of the Commission.

Appointment of Evaluation officers.

34. Every ministry shall designate one or more evaluation officers to manage the evaluation function of such ministry.

Guidelines, templates, etc..

35. (1) The Commission may, from time to time issue guidelines, templates and other instructions for the evaluation of development interventions and public policies relating to the following -

(a) Three-Year Rolling Evaluation Plans;
(b) Standards and norms for conducting evaluations;
(c) Commissioning evaluations;
(d) Assuring quality and assessing quality of evaluations and evaluation reports;
(e) Making Management Responses to recommendations of evaluations;
(f) Making Improvement Plans;
(g) Creating discussions and using evaluations to inform decisions;
(h) Providing public access to evaluation plans, evaluation reports, Quality Assessments and Improvement Plans and their implementation reports;
(i) Institutionalizing evaluation learning; and
(j) Any other aspect as may be prescribed.

(2) Every public authority shall comply with guidelines, templates, and other instructions issued by the Commission.
36. (1) The Board shall within six months of the end of each calendar year transmit an annual report giving full accounts of the activities and status of Key performance Indicators of the Commission during that year to the Minister.

(2) The Minister shall cause copies of the annual report to be placed in Parliament.

(3) The Minister may from time to time specify the matters and details to be included in the annual report.

37. All members of the Board, officers, servants and agents of the Commission shall be deemed to be public officers within the meaning and for the purpose of the Penal Code (Chapter 19).

38. The Commission shall be deemed to be a Scheduled Institution within the meaning of the Bribery Act (Chapter 26) and the provisions of that Act shall be construed accordingly.

39. (1) All expenses incurred by the Commission in any suit or prosecution brought by or against it before any court, shall be paid out of the Fund of the Commission and only costs paid to or recovered by the Commission in any such suit or prosecution, shall be credited to the Fund of the Commission.

(2) Any expenses incurred by a member of the Board, Director-General, any officer or other employee of the Department, in any suit or prosecution brought by or against such person before any court in respect of any Act which is done or purported to be done by such person under this Act or on the directions of the Board, as the case may be, shall, if the court holds that such act was done in good faith, be paid out of the Fund of the Commission, unless such expenses are recovered by him in such suit or prosecution.
Regulations. 40. (1) The Minister may make regulations in respect of any matter which is required by this Act to be prescribed.

(2) Every regulation made by the Minister under subsection (1), shall be published in the Gazette and shall come into operation on the date of such publication or on such later date as may be specified in the regulation.

(3) Every regulation made by the Minister under subsection (1) shall as soon as convenient after its publication in the Gazette be brought before Parliament for approval. Any regulation which is not so approved shall be deemed to be rescinded as from the date of such disapproval but without prejudice to anything previously done thereunder.

(4) Notification of the date on which any regulation shall be deemed to be rescinded, shall be published in the Gazette.

Interpretation. 41. In this Act, unless the context otherwise requires –

“accountability” means individuals and organizations report to recognized authority and is held responsible for their actions;

“effectiveness” means the extent to which the planned results of the development interventions were achieved, or are expected to be achieved, taking into account their relative importance;

“development evaluation” means systematic collection and objective analysis of evidence on public policies, programmes, projects, functions and organizations to assess issues such as relevance, performance (effectiveness and efficiency), value for money, impact and sustainability and recommend ways forward;
“intervention” means programs, projects, activities, services, policies or any other actions, at any stage of their implementation, undertaken by the public authority for the development of the country;

“the Minister” means Minister assigned the subject of Evaluation;

“public authority” includes –

(a) a ministry and a department of the Government;

(b) any commission, body of persons or office created or established by or under the Constitution, any written law;

(c) a public corporation;

(d) any statutory body or entity or any company registered or deemed to be registered under the Companies Act, No. 7 of 2007 in which the Government or a public corporation or a local authority holds fifty per centum or more of the shares of that company;

(e) a local authority;

(f) a private entity or organization which is carrying out a statutory or public function or service, under a contract, a partnership, an agreement or a license from the government or its agencies or from a local body, but only to the extent of activities covered by that statutory or public function or service;

(g) non-governmental organizations that are substantially funded by the government or by a foreign government or international organization, rendering a service to the public in so far as the information sought relates to the service that is rendered to the public;
Interim Report of the Select Committee of Parliament to study and report to Parliament its recommendation to ensure National Evaluation Capacity in Sri Lanka

(h) higher educational institutions including private universities and professional institutions which are established, recognized or licensed under any written law or funded, wholly or partly, by the State or a public corporation; and

(i) private educational institutions including institutions offering vocational or technical education which are established, recognized or licensed under any written law or funded, wholly or partly, by the State or a public corporation.

42. In the event of any inconsistency between the Sinhala and Tamil texts of this Act, the Sinhala text shall prevail.
Annex 05.

Resource persons who conducted training for the PRU staff

i. Dr. Sunethra Perera, Senior Lecturer, Head, Department of Demography, University of Colombo

ii. Prof. Indralal De Silva, Former Senior Professor and former Dean, Department of Demography, University of Colombo

iii. Prof. K A P Siddhisena, Senior Professor, Department of Demography, University of Colombo.

iv. Dr. A. J. Satharasinghe, Independent Consultant - SDGAP-USAID, former Director-General, Department of Census and Statistics

v. Mr. Duminda Priyadarshana, Senior Research Officer, Hector Kobbekadauwa Agrarian Research and Training Institute (HARTI)

vi. Dr. N.P.G. Samantha, Senior Research Officer, Hector Kobbekadauwa Agrarian Research and Training Institute (HARTI)

vii. Mr. Upul Indika, Monitoring and Evaluation Specialist, Ministry of Education

viii. Mr. A.G.W Nanayakkara, Fellow Institute of Policy Studies and former Director-General of Department of Census and Statics

ix. Dr. Shanthi Gunawardene, Director, Non-Communicable Diseases, Ministry of Health, Nutrition and Indigenous Medicine

x. Dr. Nisha Athukorala, Director Research, Institute of Policy Studies

xi. Mr. Ajith Abeysekara, Additional Director General, External Resources Department (ERD)

xii. Prof. Athula Ranasinghe, Dean, Faculty of Arts, University of Colombo

xiii. Dr. Priyanga Dunusinghe, Senior Lecturer, Department of Economics, University of Colombo

xiv. Mr. Rohitha Wickramarathna, Director, National Planning Department

xv. Dr. Dhammika Rowel, Health and Nutrition Officer, UNICEF Sri Lanka
Interim Report of the Select Committee of Parliament to study and report to Parliament its recommendation to ensure National Evaluation Capacity in Sri Lanka

xvi. Ms. Myuri Rathnayake, Senior Assistant Director, Central Bank of Sri Lanka

xvii. Prof. S. Samita, Senior Lecturer, Department of Crop Science, University of Peradeniya

xviii. Mr. Sudattha Silva, Director, Sri Lanka Customs
### The Schedule of training for the Parliament Research Unit under the Capacity Development Program

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date(s)</th>
<th>Resource person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of activities of the Parliament research division</td>
<td>28/01/2018 3-hour session</td>
<td>Dr. Amara Satharasinghe</td>
</tr>
<tr>
<td><strong>Phase I - training programmes: from 3rd April 2019 to 30th May 2019</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Introduction to “Research Methods”</td>
<td>03rd Apr. 2019 (9.00-12.00)</td>
<td>Dr. Sunethra Perera</td>
</tr>
<tr>
<td>b) Official Statistics producers of Sri Lanka</td>
<td>09 Apr. 2019 (9.00-12.00)</td>
<td>Dr. Amara Satharasinghe</td>
</tr>
<tr>
<td>c) Demographic Profile of Sri Lanka: population, housing, life expectancy, ageing population, etc.</td>
<td>13th May 2019 (9-12: 13-16)</td>
<td>Prof. Indralal de Silva</td>
</tr>
<tr>
<td>d) Trends in vital statistics of Sri Lanka (Death rates, birth rates, maternal mortality, etc.)</td>
<td>14th May 2019 (9.00-12.00)</td>
<td>Prof. K. A. P. Siddhisena</td>
</tr>
<tr>
<td>e) Data sources for agriculture crop production, livestock, cost of production, market information statistics, etc.,</td>
<td>17th May 2019 (9-12: 13-16)</td>
<td>Mr. Duminda Priyadarshana</td>
</tr>
<tr>
<td>f) Food Security Status of Sri Lanka</td>
<td>21st May 2019 (9.00-12.00)</td>
<td>Dr. N.P.G. Samantha</td>
</tr>
</tbody>
</table>
### Activity (Training/Workshop/Team work)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date(s)</th>
<th>Resource person</th>
</tr>
</thead>
<tbody>
<tr>
<td>g) Thematic Mapping/GIS (A tool to present spatial distribution of data effectively)</td>
<td>27-30 May 2019</td>
<td>Post Graduate Institute of Science, University of Peradeniya</td>
</tr>
<tr>
<td>h) Compilation of statistics on the public and private schools in Sri Lanka</td>
<td>14th May 2019, (13.00-16.00)</td>
<td>Mr. Upul Indika</td>
</tr>
<tr>
<td>i) Economic units/establishments and SMEs</td>
<td>16th May 2019, (9.00-12.00)</td>
<td>Dr. Amara Satharasinghe</td>
</tr>
</tbody>
</table>

### Phase II - training programmes: From 3rd June 2019 to 2nd August 2019

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date(s)</th>
<th>Resource person</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Trends in household income, expenditure, and poverty levels of Sri Lanka</td>
<td>3rd June 2019, (9-12: 13-16)</td>
<td>Mr. A.G.W. Nanayakkara</td>
</tr>
<tr>
<td>b) Trends in labour force, employment, unemployment status in Sri Lanka</td>
<td>17th June 2019, (9-12: 13-16)</td>
<td>Mr. A.G.W. Nanayakkara</td>
</tr>
<tr>
<td>c) Presenting data graphically and by Tables - I</td>
<td>24th June 2019, (9.00-12.00)</td>
<td>Dr. Amara Satharasinghe</td>
</tr>
<tr>
<td>d) Presenting data graphically and by Tables - II</td>
<td>25th June 2019, (9.00-12.00)</td>
<td>Dr. Amara Satharasinghe</td>
</tr>
<tr>
<td>e) Malnutrition levels of under five-year children in Sri Lanka</td>
<td>25th June 2019, (1.00-4.00)</td>
<td>Dr. Shanthi Gunawardena</td>
</tr>
<tr>
<td>f) Functions of IPS</td>
<td>26th June 2019, (9.00-12.00)</td>
<td>Dr. Nisha Arunathilake</td>
</tr>
<tr>
<td>Activity (Training/Workshop/Team work)</td>
<td>Date(s)</td>
<td>Resource person</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td>g) Foreign loans and grants approval process</td>
<td>1st July 2019 (1.00-4.00)</td>
<td>Mr. Ajith Abeysekara</td>
</tr>
<tr>
<td>h) SPSS (Statistical Package for Social Scientists)</td>
<td>2nd-5th &amp; 8th July 2019</td>
<td>Institute of Applied Statistics of Sri Lanka</td>
</tr>
<tr>
<td>i) Consumer price indices, inflation, etc.</td>
<td>1st Aug 2019 (9.00-12.00)</td>
<td>Prof. Athula Ranasinghe</td>
</tr>
<tr>
<td>j) Comparison of National Accounting Systems (GDP, Growth rate, Per capita income, and other macroeconomic indicators ...)</td>
<td>2nd Aug 2019 (9.00-16.00)</td>
<td>Dr. Priyanga Dunusinghe</td>
</tr>
<tr>
<td>k) Project approval process</td>
<td>28th Aug 2019 (9.00-12.00)</td>
<td>Mr. Rohitha Wickramarathna</td>
</tr>
</tbody>
</table>

Phase III: Directory of established linkages and means of bringing outside knowledge from 2nd of July 2019 to 30th August 2019

a. Identifying sources of statistical information (preparation of a comprehensive catalogue) | This is done with data catalogue. Preliminary work is completed and being updated. |

b. Analysis of past parliamentary questions (Group Work)

i) Collection of questions | A methodology was established. The important step is to code statistics referred to in the questions. Necessary codes have been developed. PRU is to collect the questions and extract the information into the proposed template. And then to carry out the analysis using SPSS package. |
### Activity (Training/Workshop/Team work) | Date(s) | Resource person
--- | --- | ---
ii) Identify the subject areas of questions | Code sheets were developed. Statistical matters referred to in the questions are to be coded using these codes. |

### iii) Identify questions that can be answered by the research staff by themselves | PRU replies to these questions directly. Otherwise, they get assistance from other agencies. |

### iv) Identify the most suitable agency to get answers | During training programs, links were established with the relevant institutions and focal points for these institutions. Therefore, PRU staff will be able to find the most appropriate agency in answering parliamentary questions directed to them. |

Establishing links with those agencies (Head and a deputy) | During training programs, links were established with the relevant institutions and focal points for these institutions. Therefore, PRU staff will be able to find the most appropriate agency in answering parliamentary questions directed to them. |

Design a template for reporting answers | Completed |

Use (vi) above in reporting answers for future queries | Will be used after getting necessary approvals |

c. UNICEF interventions in improving the nutritional status of children under five years in Sri Lanka: | 15th July 2019 (9.00-12.00) | Dr. Dhammica Rowel |
<table>
<thead>
<tr>
<th>Activity (Training/Workshop/Team work)</th>
<th>Date(s)</th>
<th>Resource person</th>
</tr>
</thead>
<tbody>
<tr>
<td>achievements and challenges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Sources for statistics disaggregated at lower-level administration units</td>
<td>15th July 2019 (13.00-16.00)</td>
<td>Dr. Amara Satharasinghe</td>
</tr>
<tr>
<td>e. Introduction to statistical publications of CBSL</td>
<td>17th July 2019 (9.00-12.00)</td>
<td>Ms. Mayuri Rathnayake,</td>
</tr>
<tr>
<td>f. Accessing research conducted by other institutions</td>
<td>18th July 2019 (9.00-12.00)</td>
<td>Prof S. Samita,</td>
</tr>
<tr>
<td>g. Sustainable Development Goals</td>
<td>18th July 2019 (13.00-16.00)</td>
<td>Dr. Amara Satharasinghe</td>
</tr>
<tr>
<td>h. Using power of thematic mapping</td>
<td>8th Aug 2019 (9.00-12.00)</td>
<td>Dr. Amara Satharasinghe</td>
</tr>
<tr>
<td>i. Statistics Compiled by the Department of Customs</td>
<td>15th Aug 2019 (9.00-12.00)</td>
<td>Mr. Sudattha Silva Ms. M S P Alwis</td>
</tr>
<tr>
<td>j. Preparation of reports for delegations/missions</td>
<td>16th Aug 2019 (9.00-12.00)</td>
<td>Mr. W. G. S. Prasanna</td>
</tr>
<tr>
<td>k. Revision of published statistics</td>
<td>27th Aug 2019 (9.00-12.00)</td>
<td>Dr. Amara Satharasinghe</td>
</tr>
<tr>
<td>l. Child labour status of Sri Lanka</td>
<td>27th Aug 2019 (13.00-16.00)</td>
<td>Dr. Amara Satharasinghe</td>
</tr>
<tr>
<td>m. Key findings of Demographics and Health Surveys</td>
<td>28th August 2019</td>
<td>Dr. Amara Satharasinghe</td>
</tr>
<tr>
<td>Activity (Training/Workshop/Team work)</td>
<td>Date(s)</td>
<td>Resource person</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>n. Classification of housing units according to the quality of housing</td>
<td>(13.00-16.00)</td>
<td></td>
</tr>
<tr>
<td>o. A special training session on drawing thematic maps.</td>
<td>29&lt;sup&gt;th&lt;/sup&gt; August 2019 (13.00-16.00)</td>
<td>Dr. Amara Satharasinghe</td>
</tr>
<tr>
<td>p. Organizing guest lectures (identifying guest speakers for the next three months)</td>
<td></td>
<td>Group work</td>
</tr>
</tbody>
</table>

**Phase IV: Finalized operations manual including guidelines and templates: July/Aug 2019**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date(s)</th>
<th>Resource person</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Preparing a template for answering parliament questions to Hon. MPs</td>
<td>29-31 July 2019</td>
<td>Group work</td>
</tr>
<tr>
<td>b. Preparing a briefing note to Hon. MPs (ex: a brief note on aging population in Sri Lanka)</td>
<td>One week (Scattered)</td>
<td>Dr. Amara Satharasinghe;</td>
</tr>
<tr>
<td>c. Collecting press releases, research abstracts and organizing those for publishing in the parliament website</td>
<td>Preliminary work completed and PRU is continuing this work.</td>
<td></td>
</tr>
<tr>
<td>d. Publishing research materials on the parliament website and updating them on a regular basis</td>
<td>Will be done after obtaining necessary approvals.</td>
<td></td>
</tr>
<tr>
<td>e. Responding to paper clippings</td>
<td>29 Aug, 2019 (9.00-12.00)</td>
<td>Mr. Wijayananda Rupasinghe</td>
</tr>
<tr>
<td>Activity (Training / Workshop / Team work)</td>
<td>Date(s)</td>
<td>Resource person</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td>f. Managing Evaluations – Session 1</td>
<td>23 Sept 2019 (9.00-12.00)</td>
<td>Dr. Soma De Silva</td>
</tr>
<tr>
<td>g. Managing Evaluations – Session 2</td>
<td>30 Sept 2019 (9.00-12.00)</td>
<td>Dr. Soma De Silva</td>
</tr>
<tr>
<td>h. Managing Evaluations – Session 3</td>
<td>02 Oct 2019 (9.00-12.00)</td>
<td>Dr. Soma De Silva</td>
</tr>
<tr>
<td>i. Managing Evaluations – Session 4</td>
<td>07 Oct 2019 (9.00-12.00)</td>
<td>Dr. Soma De Silva</td>
</tr>
<tr>
<td>j. Managing Evaluations – Session 5</td>
<td>18 Oct 2019 (9.00-12.00)</td>
<td>Dr. Soma De Silva</td>
</tr>
</tbody>
</table>
## Template for extracting information from responses to questions from Members of Parliament

<table>
<thead>
<tr>
<th>Reply for Question No.</th>
<th>Received Date</th>
<th>Date/ month/ year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Name of the member of parliament</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Member’s portfolio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Question</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Date of providing the response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Prepared by (Signature, name, and designation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Approved by (Signature, name, and designation)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Template for the preparation of the Executive Summary of Annual Report of......(institution).......... for the ...(year) ......

This document is a template for preparing an executive summary of the annual reports of the ministries, departments, and other public institutions. An executive summary of the Annual Report is required for members of parliamentary committees to better understand the work, performance, challenges and resource requirements of the institutions in performing their oversight functions including approval of budgets. The Annual reports are long and presentation methods and content vary. Therefore, it is difficult and time consuming to extract the necessary information for policy making, budget decisions and oversight functions. Hence there is a strong need for a brief, standardized, comprehensive executive summary.

This document presents a template for preparing an Executive Summary of Annual Reports. The executive summary of the Annual Report is a standalone summary of the main content of the annual report focusing on results and performance. The executive summary consists of seven sections. The information to be included in each section is described below.

Write the executive summary clearly, concisely and briefly. Include only the main points and facts that are necessary and essential for understanding the key points. Limit the length to ten single spaced pages not counting the matrix given in section 7.

A description of each section of the executive summary is given below.

1. Mandate, functions, services provided, and products delivered

State the mandate, list the functions, and briefly describe the main development services provided and products delivered by your ministry/department/institution in the year under review.

2. Achievement of results

List the main results that were planned for the year.
For each result, give

i. a brief description of the extent to which the planned result was achieved;

ii. if the result was achieved well, factors that facilitated the achievement of results;

iii. if the results were only partially achieved or not achieved, factors that inhibited achievement;

iv. steps that will be taken in the following year to better achieve the results.

3. Key performance indicators (KPIs)

If KPIs have been developed for your organization, list them giving the baseline, targets and achievement. Reflect on the main reasons for poor performance or good performance.

If KPIs are not yet developed for your institution, indicate when you would to develop KPIs for your organization and your plans for developing them.

4. Challenges

If the achievement of a planned result is less than 70% of the target, describe the main challenges that hindered the achievement of planned results or achieving the planned KPI targets during the year. The following factors can be considered.

- Human resources
- Institutional arrangements
- Policy environment
- Procedural requirements
- Legal restrictions
- Financial limitations
- Any other

( 100 )
State how you plan to overcome these challenges, identifying where improvements are needed. Limit this section to the most critical challenges, and the main strategies for overcoming them.

5. Evaluations and reviews

Name, if any, the evaluations or program reviews conducted during the year. Indicate for each evaluation

- the main findings
- how the findings have been used or are proposed to be used.
- the management response provided or planned

6. Lessons learned and reflections

Describe two or three lessons learned from the work of the year including from the evaluations. Lessons are the knowledge gained from the implementation, essentially what strategies or factors helped to achieve the results effectively, sustainably and at lower costs. Equally importantly, consider what practices should be avoided in future.

The lessons given here are those that have wide applicability within the organization and preferably across organizations.

Give your reflections on the performance in the year, and how you plan to achieve results for people more effectively.
7. Performance against results and budget

<table>
<thead>
<tr>
<th>Planned result and activities</th>
<th>Planned target</th>
<th>Achievement Against the target</th>
<th>Reasons, if there is considerable shortfall or excellence i.e. less than 70%</th>
<th>Capital allocation in SL Rs.</th>
<th>Utilization of capital allocation in SLRs.</th>
<th>Recurrent allocation in SLRs.</th>
<th>Utilization of recurrent allocation in SLRs.</th>
<th>If utilization is different from the allocation by more than 20%, the main reasons.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome 1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Output 1.1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Output 1.2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Output 1.3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outcome 2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Output 2.1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Output 2.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Output 2.3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outcome 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: 1. If any other funds were allocated please include them in a separate similar table.

2. Outcomes and outputs should be taken from the institutions results framework which has been designed to contribute to the national development goals including the S