

# Self-assessment tool for Integrated Action Plans

For checking an Action Plan is integrated and for assessing progress

### WHAT IS NEEDED?

Time: at least one hour

**Participants:** group of stakeholders involved in the drafting of the integrated action plan

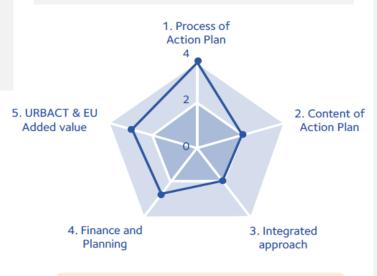
**Material support:** Excel spreadsheet of the self-assessment tool for action plan.

> Once a draft framework for the action plan is in place, it can be useful to check the content and ongoing production process. It will help to add useful elements to the plan and think about any gaps.

> A blank Excel version of the Selfassessment tool is available in the toolbox URBACT has developed a tool for stakeholders groups to check their **own progress** as well as the **integrated aspect** of their action plan.

## WHAT FOR?

- > To assess the work done by the stakeholder group
- > To discuss the progress made
- > To show areas for **improvement** in the action plan.



Spider diagram resulting of the self-assessment

#### **HOW TO USE IT?**

**Step 1 –** Fill in the excel table by giving a score to several indicators (between 1 and 5) and by indicating evidence for the score.

The indicators are grouped in the following main categories:

- > Process of action plan: description of the method and of the consultation process.
- > Content of action plan: document organisation, strategy, objectives, problem analysis.
- > Integrated approach: balance from economic, social and environmental point of view, vertical and horizontal partnerships.
- > Finance and planning: use of financial instruments, relation with OP and other financial support.
- > URBACT and EU added value: link to exchange and learning activities, use of good practices from other cities, use of peer review for LAP.

**Step 2** – Once the table has been filled in, the tool produces a **spider diagram** outlining strengths and areas for improvement.

#### **Communication & dissemination**

> Sharing the results of the self-assessment exercise with network partners in transnational meetings can provide useful learning and support other cities developing action plans on similar themes.



1 - PROCESS OF ACTION PLAN					
Indicators	Score	Evidence for score	Indications for scoring		
Description of how the action plan was developed with the partners			score 1: not addressed		
	0		score 3: thin description		
			score 5: clear outline of how the ULSG worked		
Consultation or ations with			score 1: no meetings held with stakeholders		
Consultation meetings with stakeholders	0		score 3: small number of meetings		
stakenoiders			score 5: meetings held with all stakeholders		
1 Total Score	0				
2 - CONTENT OF ACTION PLAN					
Indicators	Score	Evidence for score	Indications for scoring		
			score 1: no coherent structure		
Organisation of document	0		score 3: some structure but no progression		
_			score 5: clear logical progression from description of situation to problem analysis to proposed actions		
Coherence of objectives with actions			score 1: solutions do not have link to problems		
	0		score 3: not much linkage		
and indicators			score 5: solutions and indicators relate clearly to problems		
			score 1: no data presented on problem		
Evidence to support definition of	0		score 3: some data presented		
problem			score 5: full and comprehensive data presented		
			score 1: no problem analysis		
Problem analysis	0		score 3: weak attempt at problem analysis		
•			score 5: clear problem analysis based on evidence from data, causes and effects identified		
			score 1: no other options looked at		
Option analysis - does the plan show	0		score 3: options identified but no evaluation		
that other options were examined?			score 5: different options have been considered and evaluated		
Strategic goal with clear objectives			score 1: lack of clear goal and objectives		
	0		score 3: some objectives but lacking clarity		
			score 5: clear strategic goal and sub objectives shown in logical format		
How well are the actions described?			score 1: barely described, just headings		
Do they give a clear picture of what is	0		score 3: some description of what is intended		
intended?			score 5: full description including rationale, nature of intervention, anticipated results		
Use of indicators to measure anticipated results			score 1: no indicators		
	0		score 3:indicators are mentioned but targets are not quantified		
			score 5: full set of quantified indicators with milestones in specific section of plan		
2 Total Score	0				
3 - INTEGRATED APPROACH					
Indicators	Score	Evidence for score	Indications for scoring		
Economic, social and environmental factors are looked at together			score 1: no consideration of other aspects		
	0		score 3: two out of three are addressed (e.g. Social and economic)		
			score 5: full integration of sustainable development in both conception of plan and delivery actions proposed		



within the area to the action plan (horizontal partnership) Contributions from higher levels of government in the action plan (vertical partnership) Actions from higher levels of government in the action plan (vertical partnership) Actions from both ERDF and ESF type are included  3 Total score 0  3 Total score 0  4 - FINANCE AND PLANNING  Indicators Score Evidence for score vertical planning Indicators Score Evidence for score vertical planning  O Score 1:no constitute the plan including financially score 3:null planning  O Score 1:no constitute the plan including financially score 3:null planning  O Score 1:no constitute the plan including financially score 3:null planning  O Score 1:no constitute the plan including financially score 3:null planning  O Score 1:no constitute the planning score 3:null planning  O Score 1:no constitute the planning score 3:null planning  O Score 1:no constitute the planning score 3:null planning scor	Contributions from range of agencies			score 1:No engagement by other bodies (i.e. Only local authority involved)
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