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# Organisation of the assessment process

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**Kiev**

**30 November 2017**



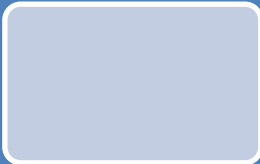
SIGMA



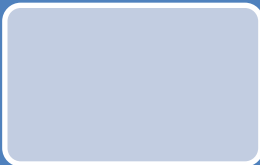
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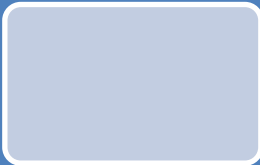
# Topics



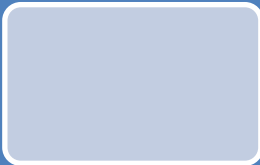
Roles



Timetable



Data collection, including fact-finding



Fact-checking



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## **Roles of Ukrainian bodies in the process**

- **Roles in the system:**
  - **submission rights,**
  - **answering rights.**



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# Main stages of the process



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## Kick-off

- 16-17 November 2017: high level kick-off
- 30 November: training on PAR.IS (data collection system) and opening of the PAR.IS for filling in the data

- DCS (data collection sheets) were prefilled by our local experts (whenever possible)
- DCS are in English. We translated the Excel file with questions into Ukrainian, but answers have to be introduced into the DCS in PAR.IS
- **Decision of the Secretariat of the CabMin on the level of centralisation of data collection – which bodies should be responsible for introducing answers to PAR.IS. and for submitting them**



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Preparatory  
work

Data  
collection

Report  
drafting and  
fact-checking

Finalising  
reports

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First phase of  
data collection

- End of November 2017 – **22 December**: First part of data/answers uploaded into PAR.IS – data, answers that can be uploaded already before the end of the year.
- **By 2 February 2018** – second part of data/answers uploaded into PAR.IS.

Whenever there are doubts, consultation possible with our local experts:

For the areas: *Strategy, policy making, PSHRM*: Vyacheslav Tolkovanov: [tolkovanov@hotmail.com](mailto:tolkovanov@hotmail.com) Tel. + 38 095 3130279

For the areas: *Accountability and service delivery*: Sergii Kopan: [Serhiy.kopan@gmail.com](mailto:Serhiy.kopan@gmail.com)  
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Celebrating  
**25**  
years

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Preparatory  
work

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reports

- Ideally answers introduced into PAR.IS should be in English. Ideally uploaded docs should be in English. If not possible, please upload documents in Ukrainian, but if possible with the English title of the file.

- In DCS, we are using very often two terms:

*the year prior to the latest full calendar year*

*the latest full calendar year*

**As the data collection will be finalised in 2018, the year prior to the latest full calendar year means 2016 and the latest full calendar year means 2017.**

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- If data for 2017 is not available, but you have data for 2016, please provide data for 2016 (adding a comment about it). New, more current data can be introduced into the system later (no later than 11 May).
- If data is not available, please indicate it. Otherwise we do not know the reason why data was not uploaded. Or inform us that the data will be provided later.
- Whenever we ask about personnel files, we need anonymised files.
- We ensure that the internal data, like for example: recruitment files, MoF opinions on budgetary impact etc. will not be shared with anyone outside SIGMA (or SIGMA experts) and will be only used for analytical purposes.

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Preparatory  
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Second part of  
data collection

- **Week of 19 February: fact-finding mission to Kiev**

During the fact-finding mission we will be requesting meetings with relevant persons to:

- confirm some data that we have received
- ask for some clarifications

***The more precise answers we before the mission in PAR.IS, the less we will bother Ukrainian civil servants during the fact-finding mission.***

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Preparatory work

Data collection

Report drafting and fact-checking

Finalising reports

SIGMA

Fact checking

- **Week of 2 April: reports sent for fact-checking to UA**
- **By 27 April: reports back from fact-checking**
- **Fact-checking mission**
- **11 May – a cut-off date. After this date we are not accepting any new data/information.**

- Fact-checking is the right timing to provide us with the latest data or with the missing data, if they are available in the meantime. This should be done in PAR.IS

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Preparatory work

Data collection

Report drafting and fact-checking

Finalising reports

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Report ready

- **End of June: report sent to Ukraine and EC**

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