IDEAS THEMATIC INTEREST GROUPS (ITIGS) POLICY

Approved by the IDEAS Board on 20 June 2016

1. Preamble:

IDEAS Thematic Interest Groups (ITIGS) are expected to offer IDEAS members with the opportunity to actively engage in the Association's work. The rationale underlying their institution is that, besides creating more cohesiveness within an Association and enhancing members' sense of belonging to the Association, interest groups could foster collective learning on a number of evaluation-related issues applied to specific sectors.

By providing a safe and free environment for communication and discussion among their members on different international development evaluation topics, ITIGs are aimed to promote learning, to advance the understanding and practice of the field, as well as to strengthen collaboration, mutual support and professional development among the Association's members.

2. Concept

Thematic Interest Groups are designed to facilitate the communication and the collaboration between professionals which are working in similar areas or which have similar interests. *Interest Groups* are seen as tools to foster innovation and mutual support, insofar as it allows its participants to keep track of the relevant literature, exchange experiences and develop ideas about a particular subject or topic.

They differ from *Working Groups*, which are put together to achieve a stated objective in a certain period of time. Working Groups can be formed within a particular ITIG for the achievement of specific objectives, or by people with different interests (in our case, from different ITIGs), when it is considered necessary or wise to broaden the understanding of a certain phenomenon, requiring different views and expertises.

Thematic Interest Groups are also different from the *Initiatives* or *Programs* developed by IDEAS. *Initiatives* are leading actions designed to propose standards, ordinances, and measuring tools. The actions that resulted in IDEAS having the Code of Ethics and the Competencies Framework, and getting engaged in the Professionalization and Credentialing discussions are examples of this.

Programs are a sequence of procedures or events, a system of services or projects designed to meet a social need or interest. They may be time-bounded or not. They may be focused on a thematic interest or transversal, cross-sectional.

3. ITIGs Purposes:

1. Facilitate and promote close collaboration among members;
2. Provide a means for sharing knowledge and experience among members in specific professional areas of interest;
3. Increase awareness of new trends and emerging issues in the specific evaluation areas covered by each ITIG;
4. Foster the development of new ideas, tools, methods and theories;

5. Enhance the intellectual diversity of the organization;
6. Provide a venue for collecting and synthesizing the literature in a specific area of evaluation and for disseminating it;
7. Build an overall sense of belonging to a professional and collaborative community;
8. Enhance membership services, nurture new members and help them feel connected to IDEAS;
9. Create opportunities for capacity development among ITIGs members and, as a result of that, among the rest of the Association's members;
10. Provide opportunities to develop IDEAS leadership; and
11. Actively contribute to the Biennial Conference and Global Assembly programming and coordination, including:
    a. Acting as a primary vehicle for organizing and sponsoring conference sessions, by soliciting presentations and reviewing submitted proposals;
    b. Serving as contributors to the Biennial Conference and Global Assembly theme suggested by the IDEAS President;
    c. Providing cohesion to and a vehicle for natural clustering of similar topics for the Biennial Conference and Global Assembly.

4. ITIGs Governance:

a. ITIG Membership

1. Only paying IDEAS members can integrate ITIGs.
2. An individual may join or terminate an ITIG affiliation at any time, by sending an email to the ITIG Leader with copy to the ITIG Coordinator.
3. Members should limit themselves to joining no more than two (2) ITIGs, so as to guarantee their active participation.
4. There are no pre-established obligations for participants. The only expectation is that, if involved in specific working groups or activities organized within one ITIG, members do the following:
    a. Effectively engage and contribute to the attainment of the ITIG activity's or working group's corresponding objectives;
    b. Collaborate with their ITIG Leader in the planning and realization of both the Biennial Conference and the General Assembly;
    c. Be responsible for making their updated contact details available to their ITIGs Leaders, and notifying them in case they are no longer able to participate in the ITIG.

b. ITIG Leadership

1. Each ITIG has an ITIG Leader. Only a paying IDEAS member is allowed to become an ITIG Leader and to keep serving the Association in this capacity.
2. Each Leader is responsible for fostering and coordinating ITIG activities, including disseminating information, communicating with the participants and maintaining the group active.
3. Each ITIG Leader is responsible for preparing an annual report on the ITIG's activities and accomplishments. The report should be submitted to the ITIG Coordinator at least one month prior to the Biennial General Assembly, when it will be presented in a

session organized for this purpose. Executive summaries and the annual reports will be made available on the IDEAS website and shared with the IDEAS Board.

4. Each ITIG Leader is responsible for collecting a consent form signed by each ITIG member, allowing that their information (*in totum* or specific parts of it) could be shared on the ITIGs' blogs. The consent form will be handled by the ITIG Leader to the ITIGs Coordinator for the Association's record.

5. Each ITIG Leader is responsible for collaborating with both the ITIGs Coordinator and the IDEAS Board in the preparation and realization of the Biennial Conference and Global Assembly. In doing so, each ITIG Leader is expected to involve ITIG members in contributed to the organization of these two events .

6. Each ITIG Leader shall communicate with the members prior to the Biennial Conference and Global Assembly to seek input on the Conference's agenda, identify topics for discussion at the business meeting, and to inform them of planned activities.

7. The Proposer of an ITIG acts as an Interim ITIG Leader. At the IDEAS Biennial Global Assembly, each ITIG must elect its Leader for the period of two (2) years, and may confirm the name of the Interim Leader for this role. ITIG Leaders may be re-elected without term limits.

8. Elections for ITIG Leaders are informal and not managed by neither the ITIGs Coordinator or the IDEAS Administrator. After any such election, the elected ITIG Leaders shall promptly communicate the results of the voting and their contact information to the ITIGs Coordinator.

9. An ITIG may choose to elect other leaders as desired (e.g. co-leader or program chair; working groups chairs, etc).

10. An ITIG may choose to collaborate with another ITIG on a joint activity.

c. ITIGs Coordination

1. The ITIGs are managed by an ITIGs Coordinator, appointed by the IDEAS President from one member of the IDEAS elected Board.

2. The ITIGs Coordinator is a reference for all ITIGs Leader and carries out a number of tasks, including overseeing and facilitating the planning and development of all ITIG activities, acting as a bridge between the ITIGs and the Board, supporting the overall functioning of the groups.

3. The ITIGs Coordinator is responsible for receiving the application for the creation of a new ITIG. Once the received request has been reviewed, the ITIGs Coordinator is expected to recommend changes to strengthen the proposal and, once such changes have been made, is responsible for forwarding the application to the Board for the final formal approval.

4. The ITIGs Coordinator shall keep a record of the approved and active ITIGs constantly updated and advertised on the IDEAS website.

5. The ITIGs Coordinator shall hold a business meeting with the Leaders at each biennial Global Assembly. This meeting will cover issues common to the ITIGs and its agenda will be developed and shared prior to the Global Assembly. The ITIGs business meeting will be scheduled as an inherent part of the Global Assembly program.

6. The ITIGs Coordinator is responsible for organizing the planning, development, and implementation of the ITIGs program at the Biennial Global Assembly.

5. The Board ITIGs-related duties:

1. The IDEAS Board is responsible for supporting the ITIGs Coordinator in creating and supporting the functioning of the ITIGs.
2. The IDEAS Board shall give the final formal approval for the creation and for the modification of the terms of any ITIG.
3. The IDEAS Board may decide, at its discretion, to limit the number of active ITIGs, when it understands that it cannot support the activities of more than a certain number of them.
4. The IDEAS Board can decide to extinguish an ITIG when it is inactive and when there is no member interested in taking the lead to reactivate it.

6. ITIG creation:

Any IDEAS member may propose the Board of Directors, through the ITIG Coordinator, to establish an ITIG. The petition shall follow the guidelines publicized on the IDEAS website, which are subsumed in this policy document.

7. ITIG extinction:

The inactivity of an ITIG can be determined by the ITIGs Coordinator according to the following modalities:

a. The ITIG Coordinator has verified and confirmed the declaration of deceased activities made by either the related ITIG Leader or one of the ITIG members;
b. The ITIGs Coordinator has observed the lack of the ITIG Leader's involvement in the planning and coordination of the IDEAS Biennial Conference and Global Assembly;
c. The ITIGs Coordinator has concluded that the ITIG Leader does not provide any specific ITIG deliverables (articles, books, situation analysis, etc.) to the Biennial Conference.

8. ITIGs Dues and Representation:

ITIGs shall not collect or maintain dues independently of IDEAS. ITIGs are subordinate to IDEAS and neither the ITIG Leader nor the member of any ITIG shall seek independent relationships with external entities without having received the IDEAS Board approval to do so. IDEAS Board approval shall be sought through a written request made to ITIG Coordinator. The ITIG Coordinator might provide interested members with a special form to submit their requests.

9. ITIGs Role at the Biennial Conference:

1. ITIGs will be given opportunity to request one or more special sessions to present the work developed by the group at the IDEAS Biennial Conference.
2. ITIG Leaders will be contacted prior to the general call for proposals, for the identification of specific subthemes to be highlighted in the general Call for Proposals.
3. All proposals must be presented through the regular IDEAS submission process by the deadline indicated in the Call for Proposals.
4. ITIGs members may be asked to review and coordinate proposals for presentations that fall within their thematic area. All such proposals should be reviewed by at least two members of the corresponding ITIG. Each ITIG Leader is responsible for identifying

conference proposals reviewers within their group. Reviewers will need to be ITIG members and their respective reviews will be consolidated by the respective ITIG Leader.

5. The ITIGs Coordinator must submit complete information on all reviewed proposals to the Biennial Conference and Global Assembly Organizing Committee. The ITIGs Coordinator will do so by the established deadline and according to the envisaged formatting guidelines.

10. ITIGs Communication:

ITIG Leaders and members are encouraged to use the communication platforms and facilities supported by IDEAS to promote discussions, to advance the planned work and to prepare for the Conferences and Assemblies.

11. ITIGs Financial Support and Reimbursements:

1. On behalf of ITIG Leaders, the ITIGs Coordinator is eligible to request the Board for funds to be used in the furtherance of the goals of each particular ITIG.

2. The concession of funds by the Board is subject to the statement of relevance of the activities that require the given support, as made by the ITIGs Coordinator.

3. The concession of funds is subject to the IDEAS Treasurer's assurance of sufficient resources available for the established purpose.

4. Requests for funds require written approval from both the ITIG Coordinator and o the IDEAS Board . No reimbursement will be made for expenses incurred by ITIGs before such approval.

5. For an ITIG budget to be approved and for possible reimbursements, the expenditures must be itemized and totaled. Originals of receipts for all expenses will also need to be submitted.

12. ITIGs-related Disputes:

The ITIG Coordinator will attempt directly to resolve any disagreements related to ITIGs matters and, as necessary, will take specific cases in front of the Board members for them to give a final appreciation and decision.