

# Terms of Reference

**Name of group:** Evaluation Online Network (EON)

**Title:** Terms of reference 23rd March 2022 Version 1.0

<b>Date Authorised:</b>	<b>1<sup>st</sup> April 2022</b>
<b>Review due date:</b>	<b>31<sup>st</sup> March 2023</b>
<b>Expiry Date:</b>	<b>31<sup>st</sup> March 2025</b>

## 1. Purpose and Scope:

The Evaluation Online Network (EON) exists to promote and improve the theory, practice and impact of evaluation. The EON will engage a broad and diverse group of people and organisations in advocating more evaluation across the Southwest region. Its membership should be diverse, comprising of evaluation professionals, practitioners, independent consultants and evaluation commissioners from across national or local government, the voluntary sector, as well as the research community.

Members will represent a range of specialties or sectors, working in health and social care, local authority, education, or community development, and various disciplines in the social sciences, economics and science and technology. We welcome members from all those working or interested in evaluation, from the Southwest region and beyond.

## 2. Network Aims and Objectives:

The EON aims to raise the profile and use of high-quality evaluation through:

- i) Connecting researchers and evaluators predominantly in the Southwest of England who carry out or have an interest in evaluation methodology and approaches.
- ii) Strengthening the evaluation profession by facilitating expert and peer to peer support for members.
- iii) Supporting those working in the field of evaluation to develop good practice and innovation in a wider evaluation community.
- iv) Promoting the value of evaluation and evidence for strategic and policy decision-making through:
  - a) Discussing ideas and developments
  - b) Sharing experiences from practice
  - c) Sharing knowledge and experience
  - d) Providing input and support to solve evaluation challenges
  - e) Sharing, reusing and adapting resources
  - f) Gathering case studies and impact stories

## Values and Principles

Our values and member behaviours underpin the ethos of the EON. Members shall abide by the following principles:

- i) Use the EON as a forum for discussion and expertise support
- ii) Posts should be related to evaluation (or research) content
- iii) Use the forum for sharing opportunities related to evaluation such as tenders or related job vacancies
- iv) Use the forum in a professional capacity only and seek support from the EON Leads for any clarifications.

## 3. Membership:

Membership of the EON is open to individuals or organisations on the condition that they:

- i) Endorse the Vision and Purpose of the EON
- ii) Abide by the EON values and principles in their EON communications and activities

There are no restrictions on the number of members, and it will be open to paid/professional research evaluation practitioners and public members. Membership will exist for as long as an individual subscribes to JSIC Mail or until they advise the EON named Leads they wish to be removed.

## 4. Accountability:

The Network will be managed jointly by the West of England Academic Health Science Network (WEAHSN) and the University of West of England (UWE), Bristol. This management will be provided by an oversight group who will meet quarterly to report on EON activities and agree priorities and plans for action. The oversight group will comprise of at least 2 WEAHSN members and 2 UWE members to be quorate. 2 additional members will be invited from the EON membership

Oversight group membership will be for 12-month duration and reviewed alongside the Terms of Reference. An annual summary report will be written and shared with sponsoring organisations.

## 5. Meetings:

Administrative support for meetings will be provided by WEAHSN. Papers will be circulated one week in advance of the meeting with an agenda and review data from the EON (membership numbers, posts, interactions). Membership will be notified of the dates of the meetings and offered the opportunity to provide feedback to the organising group.

## 6. Review:

The aims and objectives of the EON will be reviewed annually, and this Terms of Reference will expire every three years.

## **7. Ways of working:**

The EON will work collaboratively with interested partners, such as the UK Evaluation Society. The EON currently communicates via JISCMail. Past posts are available via the web tool, members can unsubscribe at any time.

To develop the profile and utility of the expertise within the EON, in 2022/23 the EON aim to transition to a different forum to maximise collaborative knowledge sharing and interactivity.

## **8. Sharing of information and resources (including confidential materials)**

Members can share information and resources via the EON platform (currently JISC Mail). Posts can be seen by all members of the Network, therefore content should adhere to the principles of confidentiality, and content should be considered suitable for the public domain, as the EON cannot be responsible for content re-shared beyond the Network. Posts that are deemed to infringe confidentiality, copyright or intellectual property will be removed by WE AHSN administrators.

Posts are not moderated before being shared widely, and content which is not aligned to the values and principles outlined in section 3 will be removed. The content poster will be contacted to inform them of the removal and reasons why.