



Terms of

Reference

	CES Ethics Guidance Working		Annually by the CES
Title	<u>Group</u>	Review Date	<u>Board of Directors</u>
Document Type	<u>Terms of Reference: TOR- XXX</u>	Effective Date	<u>December 2022</u>

1. Purpose

The purpose of the CES Ethics Guidance Working Group is to define and oversee implementation of CES's revised Guidance for Ethical Evaluation Practice.

2. Membership

The CES Ethics Guidance Working Group is chaired by the CES Vice-President and consists of between five and ten CES members who have expertise and experience in the area of ethics in program evaluation, drawn from available volunteers.

The Working Group may as needed constitute and define the mandate of a Reference Group composed of Working Group members and other national and international experts who may or may not be CES members.

3. Terms of Office

The Working Group's membership is mandated from December 2022 to June 2024. It may be extended as judged necessary by the CES Board of Directors.

4. Roles and Responsibilities

The role of the CES Ethics Guidance Working Group is to ensure that CES's revised Guidance for Ethical Evaluation Practice is fully implemented among the CES membership. Its specific responsibilities are:

1. Update, after a solid review and clarifications where necessary, the Guidance for Ethical Evaluation Practice based on the results of member consultations, with special attention to the statements of CES values;
2. Identify and carry out the implementation strategy for the Guidance, which will include:
 - A Theory of Change, along with a performance measurement strategy including output and outcome indicators;
 - Tools and supports needed to ensure full implementation, including the budget and other resources necessary to develop and implement these. These will be at the national level as well as directed to supporting CES chapters, the CES Credentialing Board, and CES partners such as CUEE as implementation facilitators. The Working Group will oversee: submission of funding requests to the Board; the design and production of these tools and supports, from conception to roll-out to the membership; and the tracking of performance indicators.
 - Timelines and milestones for implementation.
3. Make recommendations to the CES Board of Directors for its role in ensuring implementation.

These responsibilities will be carried in alignment with the renewal of CES's Strategic Plan over the period January 2023-June 2024.

5. Operations

The Working Group's decisions will be made by consensus. Members may express themselves in English or French, with assurance that all discussion will be available to members in their language of choice through in-session translation by participants. Documents will be authored in English for translation by CES. Meetings will be held monthly by videoconference.

6. Reporting

The CES Ethics Guidance Working Group reports through the CES Vice-President to the Board as a standing item on Executive Committee and Board agendas, with additional reports as milestones are achieved. It provides a report of activities for the CES Annual Report.

