M&E Public System Report Outline

Introduction to the Public System Reports

ISEAL members must produce and annually update a Public System Report for each of the ISEAL Codes. The main goal of the Public System Reports is to provide a simplified overview of the key aspects of the organisation’s associated system to stakeholders, e.g. Standard-setting, Assurance or Monitoring & Evaluation. For the Impacts Code, standards systems should prepare a narrative report that describes the various aspects of the Monitoring and Evaluation (M&E) system and how they are interlinked. Reports must provide brief descriptions for all topic areas listed below.

Presenting information: format and length

Within this general framework, standards systems have flexibility to decide exactly how information is presented. The narrative may be complemented by web links to additional information on the organisation’s website or include graphics or diagrams.

It is important that the narrative report be written in clear, easily accessible language. The report should also be concise – maximum length of 4 pages.

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You may change the order in which you present the headings, e.g. scope, performance monitoring. You may also add additional information within the maximum length. A Table of Contents has been added below for reference.

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1. Scope and Boundaries of the M&E System
   - A brief description of the scope and boundaries of the organization’s M&E system.
     - This description could identify the standard system’s intended and unintended effects (outcomes and impacts) and the strategies, standards and/or programmes that will be monitored and evaluated through the M&E system (through performance monitoring and/or outcome or impact evaluations). It may also include defining geographic and time boundaries for the activities of the M&E system.

2. Roles and Responsibilities
   - Description of the M&E team and identification of the person responsible for M&E

3. Defining the Intended Change
- Description of intended long, medium and short-term social, environmental and/or economic outcomes of the standard system, as well as the strategies that are expected to contribute to intended outcomes

4. **Performance Monitoring**
   - Description of the performance monitoring activities that make up the broader M&E system.
   - Link to the list of M&E indicators used in performance monitoring

5. **Outcome and impact evaluation**
   - Description of the outcome/impact evaluation activities that make up the broader M&E system.
   - Link to the list of outcome and impact evaluations that have been commissioned, conducted, or undergone each year, since the system has been operational or for at least the last 5 years.

6. **Improving the Effectiveness of the M&E system**
   - Description of the approach and frequency of the revisions, which aspects of the M&E system are reviewed and revised, and how results and learning from performance monitoring and evaluations are used in the revisions.

7. **Opportunities for engagement**
   - A contact point for submission of any comments, questions or complaints about the M&E System
   - Link to procedures and opportunities for stakeholder engagement in the design and revision of the M&E system and the results of these consultations (if these opportunities are available for external stakeholders)