

# Evaluation of IFRC's Annual Meeting of Legal Advisors 2015



IFRC's Annual meeting of Legal Advisors (IFRC, D. Fisher)

## Overall findings report

Planning and Evaluation Department

16 July 2015



International Federation  
of Red Cross and Red Crescent Societies

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## ***I. Purpose***

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- Understand better the interest in and usefulness of the programme for participants.
- Understand better the quality of the logistical support provided before and during the meeting.
- Provide key lessons learnt for future meetings.



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## ***II. Overview***

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- Organized by the the International Federation of the Red Cross and Red Crescent Societies (IFRC) .
- Held on Wednesday, 24 June at IFRC's auditorium in Geneva, Switzerland.
- Builds on the experience of previous annual legal advisor meetings in Geneva, Switzerland.
- Expected to serve as an opportunity for National Society Legal Advisors to meet and discuss legal issues of concern.
- The participants list received from the Legal Department stated there were 96 participants (73 delegates from 66 National Societies, 16 IFRC delegates, 6 ICRC delegates and 1 delegate from the Joint Statutes Commission.



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## ***III. Methodology***

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### **A. Two different data collection methods were used:**

1. Face to face surveys
2. Video interviews

### **B. The following tools were used for data collection:**

1. Tablets to carry out face to face surveys and video interviews
2. Survey Monkey (<https://surveymonkey.com> )



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## ***III. Methodology – continued...***

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### **C. Evaluation team:**

- The survey and video interview process was managed by a team leader from the Planning and Evaluation department in Geneva and carried out by six (6) volunteers.
  
- The enumerators:
  - ✓ Carried out **51** tablet surveys.
  - ✓ Undertook **10** video interviews in English, French, Spanish and Arabic.

### **D. Who was approached:**

- National Societies, ICRC, IFRC secretariat, Guests and Others.



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## ***III. Methodology – continued...***

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### **E. Questionnaires:**

1. The tablet survey consisted of 12 close-ended questions and one (1) open-ended question.
2. The video interview questions consisted of one (1) demographic question and four (4) open-ended questions different to the ones proposed in the tablet survey.

### **F. Data cleaning:**

- Data cleaning and verification was done throughout the data collection process. The particular focus was on avoiding double data entry.

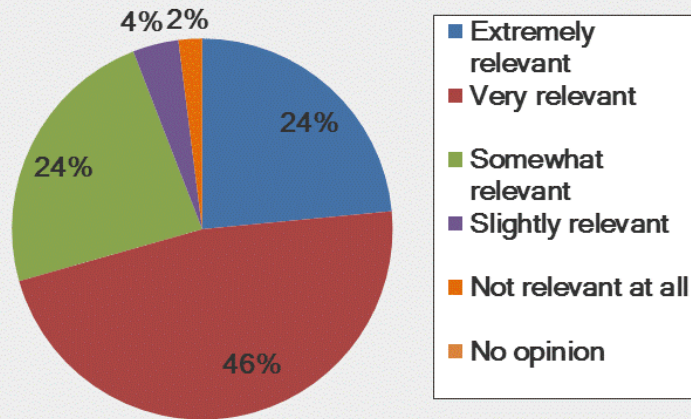


# TABLET SURVEY



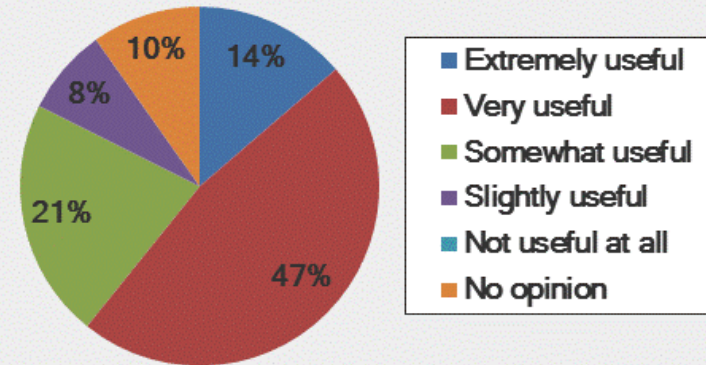
## IV. Tablet Survey: Overall Analysis

Q1. Is the agenda relevant to your work ?



**70%** found the agenda to be *Extremely relevant* or *Very relevant*.

Q2. How useful were the background documents received for the meeting?

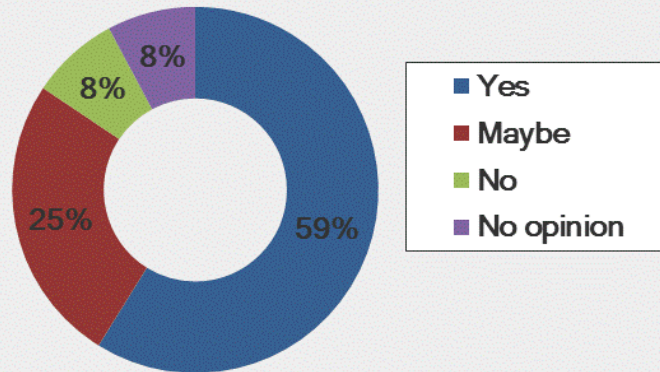


**61%** found the background documents received for the meeting to be *Extremely useful* or *Very useful*.



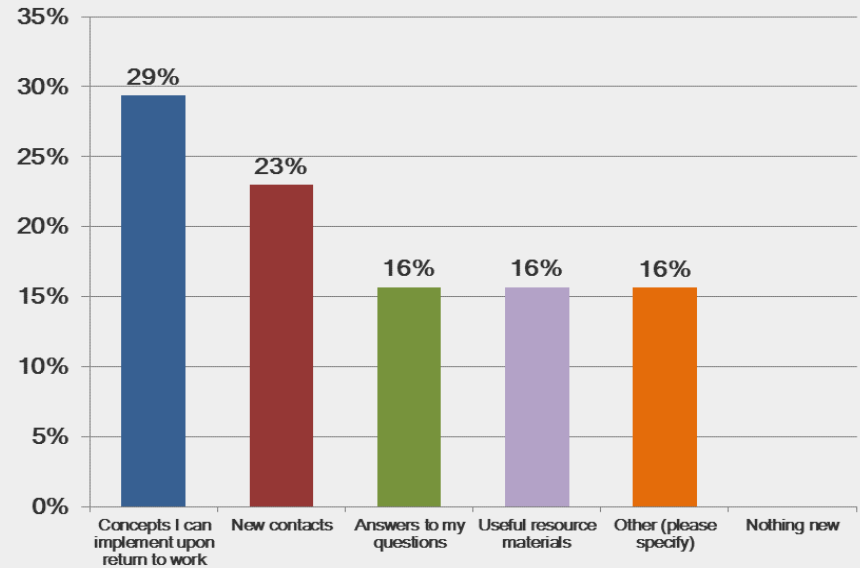
# Tablet Survey: Overall Analysis-continued...

Q3. Did the discussions at this meeting bring concrete suggestions which will help you better carry out your daily work in the next 12 months?



59% said **Yes**.

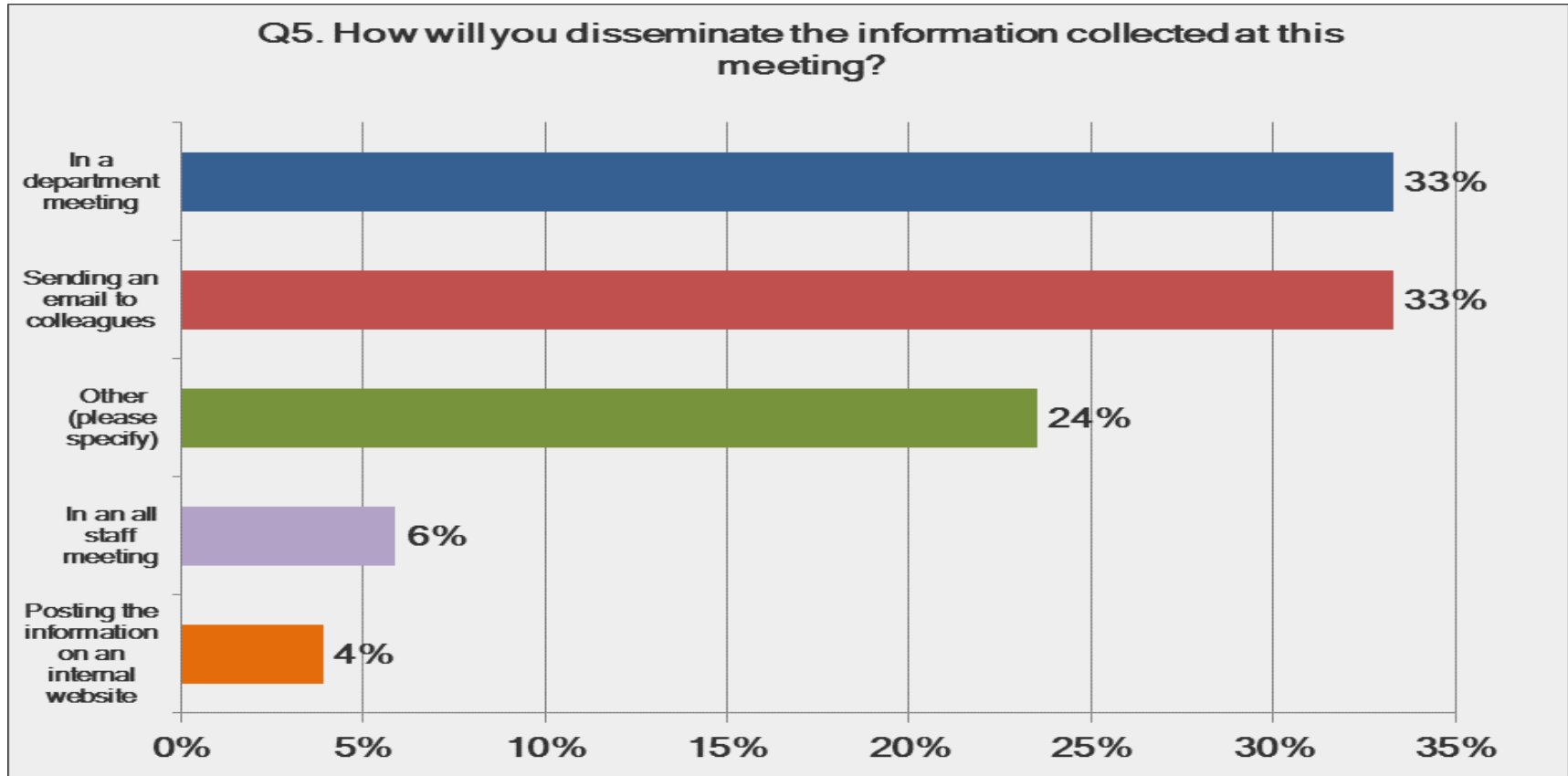
Q4. What is the ONE (1) key benefit you have gained from attending this forum (CHOOSE ONE)?



29% found **Concepts I can implement upon return to work** to be the main key benefit. Under Other, participants mentioned “Feedback from National Societies,” “New context,” “New experiences,” and “Complementary material.”



# Tablet Survey: Overall analysis-continued...

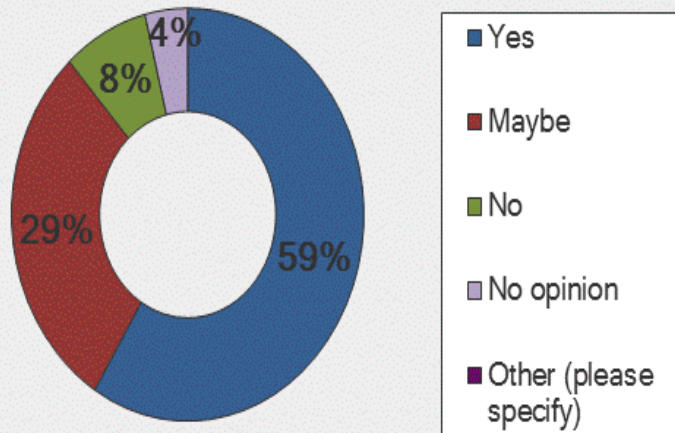


33% will disseminate the information **in a department meeting** and another 33% said **through email to colleagues**. Under Other, participants mentioned through: “written reports,” “email and discussions,” “email and a department meeting,” “written report and an internal meeting,” and “at a Governing Board meeting.”



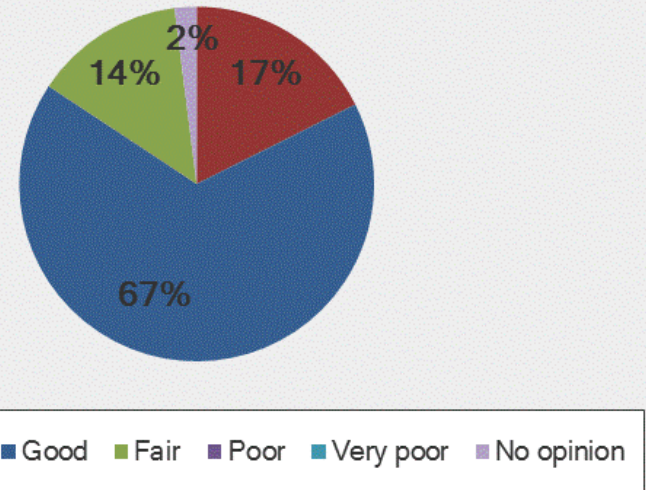
# Tablet Survey: Overall Analysis-continued...

Q6. Would you be interested in contributing to the selection of topics for next year's meeting?



59% said **yes**.

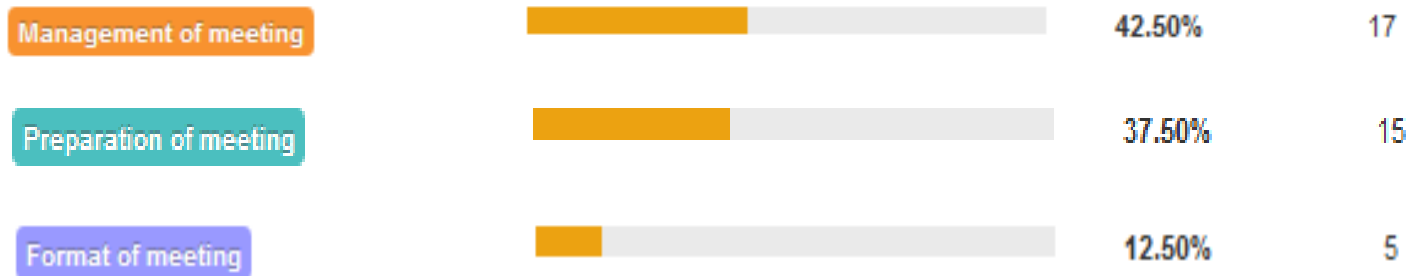
Q7. Overall, how do you rate the 2015 National Society Legal Advisor's meeting?



84% said **Excellent** or **Good**.



***Q8. What ONE (1) thing would you recommend to improve for the next National Society Legal Advisor's meeting?***



- Thirty-seven (37) out of 51 responded to this open-ended question.
- Three (3) people provided no comments to this question.
- Two (2) supporting examples have been randomly selected for each category.

## Q8. What respondents said?

### 1. Management of the meeting

- Seventeen respondents (46%) felt that improvements could be made in the **management of the meeting**. Top two (2) group of comments made were on the **timeframe** (75%) and on the **facilitation of the meeting**(25%).
  - ✓ On **timeframe**, comments included: “More realistic timeframes,” and “More time on discussions, suggestions and sharing of other intervention methods and challenges faced by National Societies.”
  - ✓ Regarding the **facilitation of the meeting**, comments included: “More practical advice on the implementation of ideas,” and “Relevancy of the concepts of the issues and the powerpoint presentations”

### **IFRC EVALUATION COMMENTS:**

#### **1.1 Timeframe/Facilitation of the meeting**

**9 July 2015**

**Timeframe:** An agenda highlighting the various sessions and times was available on FedNet. Go to:

[https://fednet.ifrc.org/FedNet/Resources\\_and\\_Services/Support/Legal/2015/IFRC-LAM%20Agenda-24-06-2015\\_EN.pdf](https://fednet.ifrc.org/FedNet/Resources_and_Services/Support/Legal/2015/IFRC-LAM%20Agenda-24-06-2015_EN.pdf)

**Facilitation methods:** A description of facilitation methods could not be found for neither plenary sessions nor working groups. The evaluator was not able to confirm the facilitation methods onsite



## Q8. What respondents said?-continued...

### 2. Preparation of meeting

- Fifteen respondents (41%) felt that improvements could be made in the **preparations of IFRC's National Society Legal Advisor's meeting**. Top two (2) group of comments made were on the **organization** (67%) and on the **selection of topics** (33%).
  - ✓ On the **organization of the meeting**, comments included: "Some materials should be distributed before the meeting in order to prepare them better.," and "Fewer agenda items so we have more time to cover everything."
  - ✓ Regarding the **selection of topics**, comments included: "Less topics, clearer objectives for each session," and "Either add days or reduce topics."

### **IFRC EVALUATION COMMENTS:**

#### **2.1 Organization of IFRC's National Society Legal Advisor's Meeting /Selection of Topics**

**2 February 2015:** A letter was sent out by the Head of the Legal Department to all Legal Advisors and others in charge of legal matters in National Red Cross and Red Crescent Societies announcing the Annual meeting of Legal Advisors 2015, and requesting for suggestions of specific agenda items or presentations.

**4 June 2015:** The agenda was sent out to all participants via email by the Head of the Legal Department for feedback and/or further comments.

**18 June 2015:** Documents were sent out to all participants via email by the Head of the Legal Department for review and consideration .

**7 July 2015:** In a telcon, the organizer stated that inputs were received from participants from the 2014 Annual Legal Advisors Meeting on suggestions for the next meeting via email starting from end May 2014.



## Q8. What respondents said?-continued...

### 3. Format of meeting

- Five respondents (14%) felt that improvements could be made in the **format of the meeting**. Top two (2) group of comments made were on the **Content** (60%) and on **Length of the meeting** (40%).
  - ✓ On **Content**, comments included: “More discussion about legal and operational issues,” and “Dissemination of IHL information-very little information.”
  - ✓ Regarding the **Length of the meeting**, comments included: “Time-make 2 days,” and “Make it two days to be smoother.”

### **IFRC COMMENTS:**

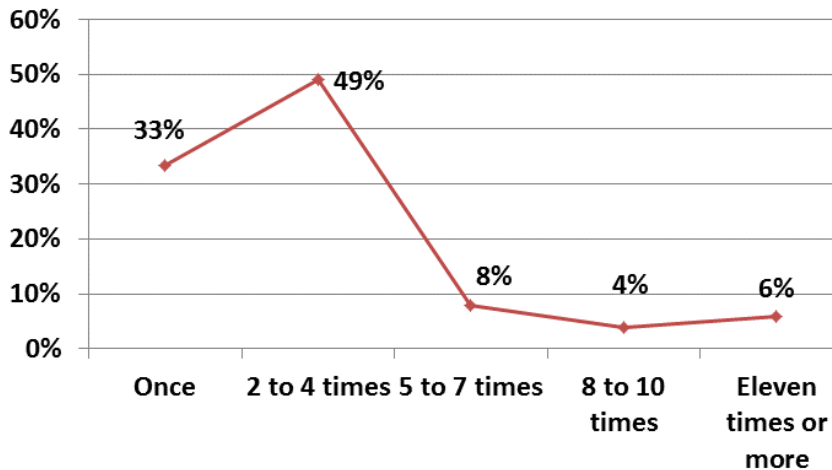
#### 3.1 Content /Length of the meeting

- See IFRC comments under 2.1.



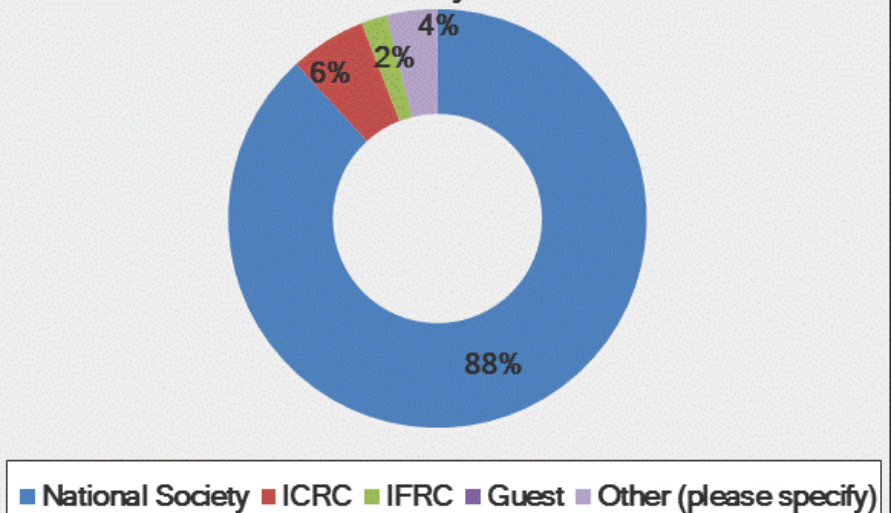
# Tablet Survey: Overall Demographics

Q9. How many times have you attended this meeting, including this one?



**49%** said they had attended this meeting between **2 to 4 times**.

Q10. Who are you affiliated with?

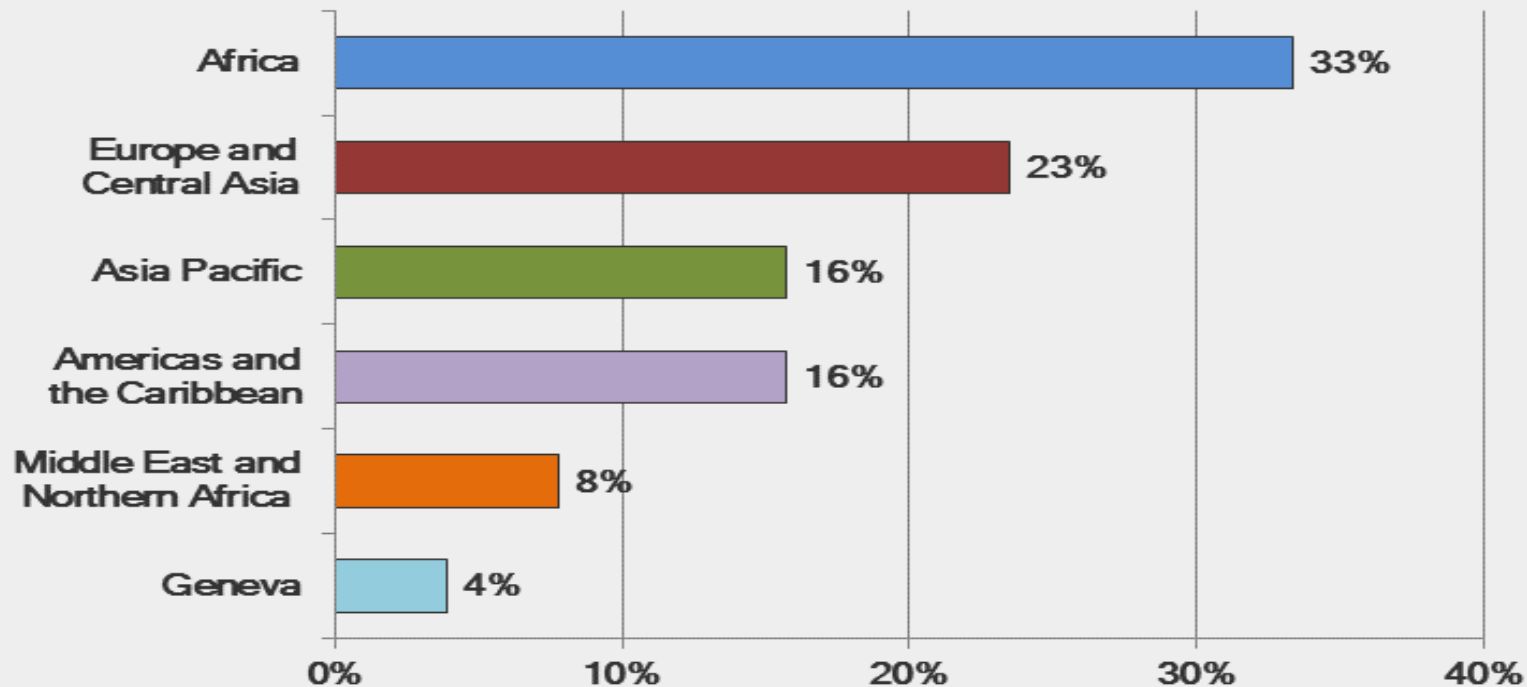


**88%** were affiliated with a **National Society**. Under Other, there was 1 National Society Committee Member and 1 person who was both IFRC and ICRC.



## Tablet Survey: Overall Demographics-continued...

Q11. Where is your position located?

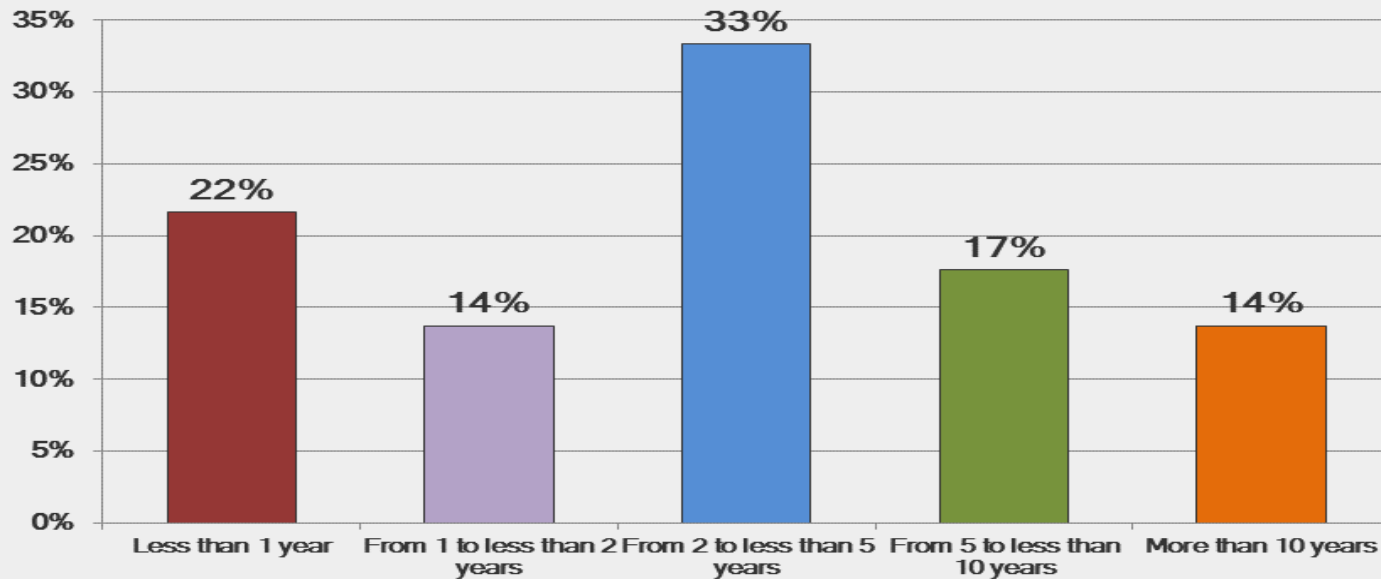


**33%** were based in *Africa*.



## ***Tablet Survey: Overall Demographics-continued...***

**Q12. How long have you been in your current position within your organization?**



**33%** have been in their current position from 2 to less than 5 years.



***Tablet Survey: Overall Demographics-continued...***

**Q13. What is your sex?**



**63%**



**37%**

# VIDEO INTERVIEWS



## ***V. Video Interviews: Overall analysis***

- Ten (10) video interviews were carried out on Wednesday, 24 June 2015.
- The video interviews were carried out in English, French, Spanish and Arabic.
- The video interview questions consisted of one (1) demographic question and four (4) open-ended questions.
- Out of the 10, some of the best quality videos were selected for each open-ended question taking into consideration sex and geographical balance. These videos can be accessed at <https://fednet.ifrc.org/resources/support/legal/legal/national-societies-legal-advisors/legal-advisers-meeting-2015/evaluation/>.



# VI. Event Scorecard: IFRC's Annual Meeting of Legal Advisors 2015

## 1. Overall rating



*Tablet surveys: 84% rated IFRC's Annual Meeting of Legal Advisors 2015 as Excellent or Good.*

## 2. Greatest benefit



*Tablet survey: Concepts they could implement upon return to work (29%).*

*Video interviews: Participants mentioned "...very important in the way that we are advancing and regular touching upon points for the organization as a Movement," ..one of the subjects very interesting to me was compliance of ICRC rules and Geneva convention because I am coming from a war zone..., " ...the up to date information given in preparation of the International Conference will be of great benefit to those managers who will be participating," and "...looking at the topics that were discussed from IHL which is International Humanitarian Law, Disaster Law, talking about Health in Danger and so on-these are areas and specific topics that touch National Societies and I think the wealth of knowledge shared by participants enlightened me..."*

## 3. Key Feedback on Usefulness

### A. Key messages





*Tablet survey/Video interviews:*

- Receiving up to date information on issues of interest to the Movement was important to National Societies in view of upcoming Statutory Meetings.
- More days should have been allocated to properly cover all the topics on the agenda or topics should have been reduced .
- More time needed during the meeting for discussion/exchange with other National Societies.
- Include more topics which relate to the problems National Societies are facing in different parts of the world.



## Event Scorecard: IFRC's Annual Meeting of Legal Advisors 2015—continued...

<p><b>B. Networking</b></p> 	<p>Opportunities to engage with others was considered important by conference participants:</p> <p><i>Tablet survey:</i> One respondent said “More time on discussions, suggestions and sharing of other intervention methods and challenges faced by National Societies.”</p> <p><i>Video interviews:</i> One interviewee said "...met lawyers that were more knowledgeable than myself and I learned a lot from them..."</p>
<p><b>C. Lessons Learned</b></p> 	<p>Management of IFRC's National Society Legal Advisor's Meeting:</p> <p><i>Tablet surveys:</i> Seventeen respondents (46%) felt that improvements could be made in the management of the meeting. Top two (2) group of comments made were on the timeframe (75%) and on the facilitation of the meeting(25%). Comments included " More realistic timeframes," and "Relevancy of the concepts of the issues and the powerpoint presentations".</p> <p><i>Video interviews:</i> One respondent said "...some of the issues are very much useful so those issues need to be discussed in detail, but here, because of the long list of issues, some of the issues which are useful and require a much detailed discussion do not get the time..." Another respondent stated "...agenda needs to allow for more dynamic interactions, and needs to grow from favorable and not so favorable experiences acquired so that we can learn from it and better develop our work."</p>



# Event Scorecard: IFRC's Annual Meeting of Legal Advisors 2015– continued...

## Lessons Learned-continued...



### Preparation of IFRC's National Society Legal Advisor's Meeting:

**Tablet surveys:** Fifteen respondents (41%) felt that improvements could be made in the preparations of IFRC's National Society Legal Advisor's meeting. Top two (2) group of comments made were on the organization (67%) and on the selection of topics (33%). Comments included, "Some materials should be distributed before the meeting in order to prepare them better," and "Less topics, clearer objectives for each session."

**Video interviews:** One respondent said "...the meeting met the expectations of legal advisors and in my own experience, themes were up to date and of interest..." Another respondent stated "...take a good look at the programme and say what are the priorities, because everything else is needed, but we know we can't do everything in that short period of time."

### Format of IFRC's National Society Legal Advisor's Meeting :

**Tablet surveys:** Five respondents (14%) felt that improvements could be made in the format of the meeting. Top two (2) group of comments made were on the Content (60%) and on Length of the meeting (40%). Comments included, "More discussion about legal and operational issues," and "Make it two days to be smoother."

**Video interviews:** One respondent stated "...it is interesting such topics as data protection issues and such more general law topics is for me really interesting to learn about and how it is dealt within other Societies..." Another respondent stated "...we need a little break, give us a few hours to relax so we are more attentive..."

## 4. Demographics



**Tablet surveys:** Out of the 51 tablet survey respondents, 88% were from a National Society, followed by ICRC (6%), Other (4%) and IFRC secretariat (2%). They were based in Africa (33%), Europe and Central Asia (23%), Asia Pacific (16%), Americas and the Caribbean (16%), Middle East and Northern Africa (8%) and Geneva (4%). Sixty-three per cent (63%) were male and 37% female.

**Video interviews:** Out of the 10 video interviewees, all were from a National Society. Seventy (70%) were male and 30% female. Interviewees came from Africa (30%), Americas and the Caribbean (30%), Asia Pacific (20%), Europe and Central Asia (10%) and the Middle East and Northern Africa (10%).



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