

CHECKLIST FOR EVIDENCE-BASED DECISION MAKING



Congress of Local and Regional Authorities
of the Council of Europe

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| *Checklist for Evidence-based Decision Making*
| *(English version)*

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| Congress of Local and Regional Authorities of the
| Council of Europe
| F 67075 Strasbourg Cedex France
| E-mail: congress.adm@coe.int

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CHECKLIST FOR EVIDENCE-BASED DECISION MAKING

This checklist was designed to support local authorities in mainstreaming evidence-based decision making in their policies, strategies, and services. It is a resource designed to empower local authorities in making informed decisions that are grounded in reliable human rights data and sound analysis. It equips local authorities with the necessary steps to promote transparency, accountability, and the effective allocation of resources, ultimately leading to more efficient and evidence-driven governance.

1. Identify the issue/problem that the local authority needs to tackle:

- What is the **problem** that you need to address?
- Which is the **group** of population affected?
- What are the **human rights** at stake?
- How does this problem affect **women and men differently**?

2. Determine whether the issue falls within the competence of the local authority:

- Do you have the necessary **competencies** to address the situation?
- If not – what instruments do you have to **report** this problem to the national authorities?

3. Identify the policy alternatives to address the issue with the existing resources:

- What types of **policy changes, or legal changes** can you consider to address the issue?
- What kind of **already existing resources** can you use?
- What kind of **additional** resources can you use?
- How do you define the **value/amount** of the additional resources that you need?
- Where can you **allocate** those resources?

4. Identify all types of data needs to develop the required policy/improve service provision:

- What types of **secondary data** (statistical or otherwise) could you use?
- What types of **primary data** (provided directly from target groups, field experts) could you get?
- What type of data do you need, but do **not have the authority** to obtain directly?
- What instruments do you have to **redirect this need for collecting data** to the national authorities?

5. Identify all the necessary methods for data collection:

- What methods for data collection **are available and accessible**?
- Are they **adequate** for the time and resources that you have at hand?

6. Gather all the identified and needed data/information:

- Can you request **statistical information** from relevant governmental and non-governmental bodies?
- Can you conduct **desk-research** and analyse existing reports?
- Can you conduct **interviews/focus groups** with target group representatives and/or field experts?
- Can you conduct face-to-face or online **quantitative surveys**?

7. Reassess if enough data/information has been gathered to understand the issue:

- Based on the data obtained, is it possible to fully **understand** the issue?
- Is it possible to **validate** the data? If yes, how?

8. Assess if enough data/information has been gathered to make an informed decision:

- Now that the problem has been identified, do you have all the necessary data to make a decision which is **evidence-based**?
- Is it now possible to make a decision which **protects and upholds human rights**?

ADDITIONAL NOTES:

The checklist for Evidence-based Decision Making was elaborated by the elected representatives of the Georgian Forum of Exchange on human rights during the Spring School on human rights data for evidence-based decision-making at local level in 2022.

The Georgian Forum of Exchange on human rights at local level is a unique platform for dialogue among thirteen Georgian local authorities to address challenges for improving social inclusion, promoting equal opportunities and incorporating a gender perspective in local political action, in order to eliminate discrimination. The Forum was created in the framework of the project "Strengthening Participatory Democracy and Human Rights at Local Level in Georgia", implemented by the Congress of Local and Regional Authorities and the Directorate General of Democracy, Division of Elections and Participatory Democracy, within the Council of Europe Action Plan for Georgia 2020-2023 with the financial contribution of the Austrian Development Cooperation.

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