## **MANAGEMENT RESPONSE AND ACTION PLAN MATRIX**

**“Evaluation title”**

**Name and function of the management response coordinator (MR coordinator):** *Insert the name and title of the person responsible for managing the management response (MR) process and matrix.*

**Date of publication:** *Insert the date of publication of the evaluation report**, which will be used to monitor the timeframe of implementation of recommendations. The date of publication is when the report is officially released.*

**Overall comment on evaluation process (optional):** *Insert an overall opinion (affirmative or adverse) on the evaluation process as an introduction to the detailed recommendation follow-up proposed in the management response.*

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| **Evaluation recommendation # 1: *(Time 0)*** *Cut and paste the first recommendation from the evaluation report. Note that the recommendations cannot be changed once an evaluation report has been accepted and finalized. Lessons learned and good practices identified in the report and related to the recommendation, if any, can be listed for information in this section (no specific follow-up required).* |
| **Responsible unit(s): *(Time 0)*** *Specify to whom the recommendation is assigned for implementation. Usually, this will be one or more of the following: project management, senior management (including financial and human resources managers), project implementation and oversight bodies such as the project steering committee, or a specific department/division/unit in IOM Headquarters.* |
| **Management response *-* accept/partially accept/reject: *(Time 1)*** *Indicate if management (i.e., the responsible unit) accepts, partially accepts or rejects the recommendation. Provide an explanation if management only partially accepts or rejects.*  **Key actions:*****(Time 1)*** *The key actions for implementation, entities to be involved as well as expected deadlines must also be specified in the section by responsible unit(s).* |
| **Implementation monitoring status *-* discarded/open/completed:** ***(Time 2)*** *Complete this field when following up for the first time on the management response and key actions. Indicate if the implementation of the recommendation is discarded, open or completed. “Discarded” should be used if the recommendation is no longer relevant or applicable. E.g., if the recommendation suggests preparing a second phase of the project with the donor, which is however confirmed as not possible by the donor in the meantime, then the recommendation can be discarded. The “completed” option should be used if all actions are implemented, or at least part of the key actions are implemented and there are no further plans to implement the remaining key actions for this recommendation. The “Open” option should be used if still relevant but not yet implemented or in process.*  **Comments on implementation status:*****(Time 2)*** *Add brief explanations and/or description of the status of actions taken. For instance, if partially completed, or no longer applicable; if insufficient support is received to implement the recommendation; if some actions go beyond the sphere of the responsible unit(s), and therefore need to be reassigned; if there is any outstanding issue or delay in the implementation of the recommendation.*  *These fields are to be completed by the responsible unit(s) and coordinated by the MR coordinator. Complete the field when following up and monitoring the implementation of the key action described in the previous box.* |
| **Final implementation monitoring status *-* discarded/open/completed: *(Time 3)*** *Specify the final status of the implementation of the key actions according to the definitions provided above. The final status section does not need to be completed if all recommendations have been completed and closed at Time-2 above.*  **Final comments on implementation status:*****(Time 3)*** *Use the field to provide further clarifications on the final implementation monitoring status. If a recommendation is still open after 15 months, considerations will be given on the status related to the closure of the MR process.*  *The ’Time-3’ fields are to be completed by the Responsible Unit(s) and coordinated by the MR coordinator as the second and final round of monitoring between 12 and 15 months after the publication of the evaluation report.* |
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| **Evaluation recommendation # 2: *(Time 0)*** |
| **Responsible unit(s): *(Time 0)*** |
| **Management response - accept/partially accept/reject: *(Time 1)***  **Key actions: *(Time 1)*** |
| **Implementation monitoring status *-* discarded/open/completed:** ***(Time 2)***  **Comments on implementation status: *(Time 2)*** |
| **Final implementation monitoring status** *–***discarded/open/completed: *(Time 3)***  **Comments on implementation status: *(Time 3)*** |

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