

important issues or questions to be addressed in the evaluation, so that it may be of value to the program manager as well as to his/her superiors.

Each interview should involve a minimum number of people, on both sides of the table, and should be planned whenever possible to provide two to three hours for discussion. One meeting will likely be sufficient with the Deputy or Assistant Under Secretary, and one on two each with the Director General and each of the Directors. In order to identify differing expectations and perceptions, these meetings should not be combined into a single forum. In general, it may be best to start with the Director General, followed by the Deputy or Assistant Under Secretary, and then the Directors. A final "wrap-up" session with the D.G. may also be appropriate.

PROCEDURE

The specific steps to be followed in the conduct of each evaluability assessment are listed below: