



A Methodology for Assessing Good Practice Projects and Initiatives

A primary function of the EU Crime Prevention Network is the dissemination of good practice in crime prevention.

2. The following methodology provides Member States with a tool for assessing initiatives and projects with a view to their dissemination, and was agreed by the EUCPN Board on 18 October 2005.
3. The methodology is designed to encourage information-sharing, while recognising that levels of experience and expertise in crime prevention vary between Member States, and that implementation must be practicable even with modest resources.

Criteria for assessment

4. To feature as an example of good practice, an initiative / project should fulfil the following criteria. It should be
 - i) appropriately formulated
 - ii) crime preventative
 - iii) implemented in an EU Member State
 - iv) of interest to several Member States
 - v) replicable
 - vi) successful

These criteria are explained in more detail below:

- i) appropriately formulated – that is, in a way which allows the project's impact to be assessed, and provides clarity about what it is/was intended to achieve (objectives), what action was taken (activities) and why such action should result in the objectives being reached (the rationale). In addition, the initiative should be formulated in a way that allows its impact to be fairly assessed. For example, 'samples' should be large enough to allow inferences to be made with some confidence about the population from which they are drawn
- ii) crime preventative – that is addressing "traditional" crime in terms of its activities and outcomes. "Traditional" crime covers any of the wide range of common offences and nuisances occurring in communities and impacting on individuals' everyday lives. Interventions may include
 - those which address factors which increase the risk of an individual becoming involved in offending (the 'causes' of crime)
 - situational approaches that make crime more difficult, more risky or less rewarding
 - measures to prevent individuals becoming victims of crime, including issues around repeat victimisation
 - measures to prevent individuals from re-offending, including those which address the issue of repeat or persistent offending

- deterring offenders through ‘enforcement’ action and criminal sanctions
- measures that reduce feelings of insecurity as well as the actual occurrence of crime
- action to tackle incivilities, anti-social behaviour and other sub-criminal activity that can be a precursor to criminal behaviour.

iii) implemented in an EU Member State – self explanatory

iv) of interest to several Member States – self explanatory

v) replicable – that is, it can either be copied or adapted for application elsewhere. This means it should not be dependent on very substantial resource inputs, unique legislative frameworks, involvement of individual personalities or other specific circumstances

vi) successful – that is,

- there should have been a deliberate investigation to assess what was achieved
- the investigation methodology and analysis should be objective and fair
- the results should indicate that previously defined objectives have been achieved
- the findings should suggest that results are attributable to the initiative’s activities.

Promising new initiatives

5. Examples of promising new initiatives shall also be included where the project in question fulfils the first five requirements listed above, that is:

- it should be appropriately formulated
- its activities and outcomes should be crime preventative
- it should be implemented in an EU Member State.
- it should be of interest to several Member States
- it should be replicable.

6. In terms of success, the project should fulfil the following criteria:

- an objective and fair study to assess impact should have been implemented
- initial or interim results should suggest that objectives are being met
- a full or final assessment should be scheduled to be available within 24 months of the start of the initiative.

Selection process

7. Selection of good practice examples will take place on a national basis by National Review Panels. These shall comprise a virtual group of suitably qualified individuals, selected according to their individual expertise.

8. It shall be the responsibility of the EUCPN National Representative to ensure that the Panel is established and operates effectively.

9. To achieve greater consistency in the process and decisions, the following procedures should also be followed

- a standard ‘assessment tool’ for appraisal of initiatives and to record information (Annex A)
- standard terms of reference for national panels (Annex B)

Submitting entries

10. It shall be the responsibility of the EUCPN National Representative to ensure that examples selected by the National Review Panel are submitted to the website team (eucpn@homeoffice.gsi.gov.uk) for inclusion in the Knowledge Database.

11. All entries must be submitted with a short one-sentence description of the project purpose: this will appear when an initial search of the database brings up a list of relevant entries, to help the searcher decide whether to access a particular entry.

12. Projects submitted for entry must also identify the category or categories under which the project should appear when a search is made. If the relevant category is not one of those already listed on the Knowledge Database, projects may be submitted with a request for the new category to be added to the list.

13. Finally, while there is no standard format in which Good Practice examples have to be submitted for inclusion in the database, projects must be submitted with a standard front page which shall allow readers to have a brief overview of the entry as soon the document is accessed. The information contained on this page must be kept brief and consist of no more than a single page.

14. Templates for the description + category format and the standard front page, together with a completed example, is at Annex D.

Periodic reviews

15. It is important that each initiative entered into the Knowledge Database is periodically reviewed by the Member State responsible for the initiative and a decision taken to remove, update or retain the entry.

16. Main entries should be reviewed every 24 months. The review process should involve consideration of the following simple questions:

- Is the problem addressed by the initiative still of interest to several Member States?
- Is the initiative still considered successful and to represent effective practice?

17. If the answer to either of these questions is ‘no’, the initiative should be removed from the database. If both are answered with ‘yes’, consideration should be given to the following questions:

- Does information need correcting (for example, contact points, etc)?
- Is there any new evidence about the initiative that should be added?

18. If both questions are answered with ‘no’, the initiative can be retained unchanged. If either is answered with ‘yes’, an updating of the entry should be required. If that updating is not possible, consideration should be given to removal from the database.

19. The “review tool” at Annex E can be used for the review process.

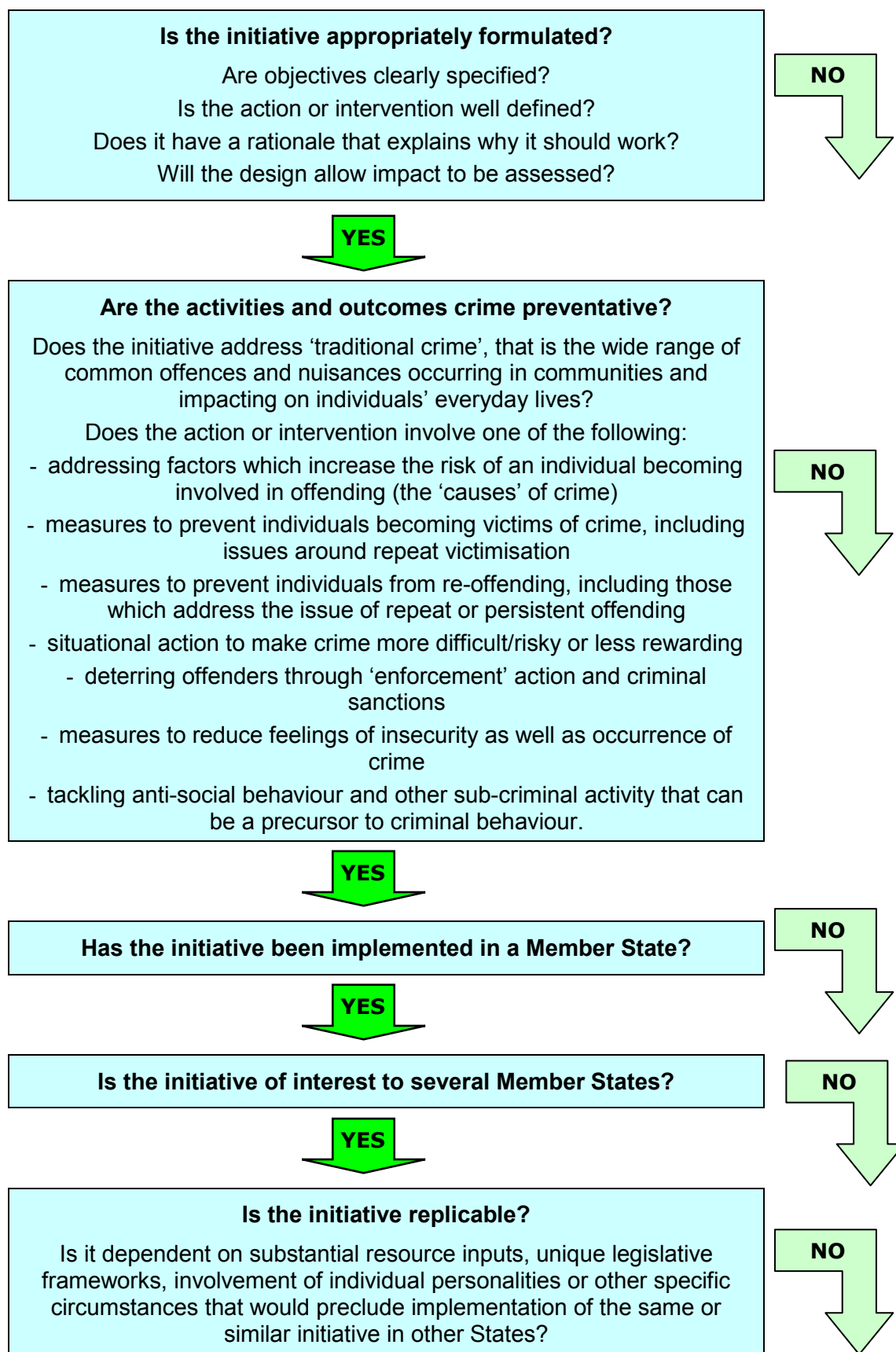
20. There should also be 6-monthly reviews and updating of all “promising new initiatives”. Once a full or final report is available, initiatives should be removed from this category and entered in the main entries (if successful) or deleted (if unsuccessful). After 12 months without any updating, initiatives should be removed from the database.

21. Once again, it shall be the responsibility of the National Representative to ensure that the review process is carried out and that the website team is informed each time that a review has been completed, and that the entry should be updated, removed, or left unchanged as appropriate.

General Review

22. Members of the Research & Validation Committee will carry out a sample review process, consisting of examining, on a regular basis, a sample of initiatives selected for the database. This will be to check whether the methodology is being appropriately applied, and whether it requires revision.

Annex A
Decision Making Tree for Appraising Initiatives, for use by National Review Panels



YES

Has the initiative been successful?

Was there a deliberate investigation to assess what was achieved?

Was the investigation methodology and analysis objective and fair?

Do results indicate that previously defined objectives have been achieved?

Do findings suggest that results are attributable to the initiative's activities?

NO

INCLUDE

DECLINE

Annex B

Terms of Reference for National Review Panels

- Purpose:** To identify well-established and promising new projects and initiatives delivered within the Member State suitable for inclusion in the EUCPN Knowledge Database; and periodically to review those included to ensure that information remains relevant and current.
- Membership:** To be decided by each Member State, but the Panel must include individuals with the technical skills and subject expertise that enables them to make objective and well-informed assessments of projects and initiatives.
- Method:** Information about established projects and initiatives should be submitted in writing for consideration by the panel. This may be done by project staff themselves or with assistance from others, including Panel members. Established projects and initiatives should be appraised by the panel using the six 'Criteria for Inclusion' set out in this document and summarised in the 'Decision Tree' (Annex A). Evidence considered and the Panel's conclusions about each criterion should be recorded using the pro-forma (Annex C) and retained.
- Information about promising new initiatives should be similarly generated and appraised using the criteria set out in this document. Entries included in the Knowledge Database should be reviewed within the agreed timescales. If they have been found successful, their entries should be amended accordingly. If not successful or if a final assessment is not available, such initiatives should be removed from the Knowledge Database.

Annex C
Template for Recording the Appraisal Decision

Member State:	
Name of project/initiative	
Date of appraisal	

Is the initiative appropriately formulated?		Yes / No
Are the activities and outcomes crime preventative?		Yes / No
Has the initiative been implemented in a Member State?		Yes / No
Is the initiative of interest to several Member States?		Yes / No
Is the initiative replicable?		Yes / No
Has the initiative been successful?		Yes / No

Decision	All Questions answered YES?	Include
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	Any Question answered NO?	Decline
Review date	If decision to Include, project to be reviewed on:	<i>[date]</i>

Annex D
Template for one sentence description + category

GOOD PRACTICE EXAMPLE

for sending to the EUCPN website team at eucpn@homeoffice.gsi.gov.uk

Project purpose (one sentence):	
Category / Categories	

Template for front page

GOOD PRACTICE EXAMPLE

Country of Origin:	
Project title:	
Project Description:	
Project Start date:	
Project Status	*Fully Implemented / Promising New Initiative (*Delete whichever does not apply)
Is project still running?	*Yes / No (*Delete whichever does not apply)
<i>Date installed on database (month & year)</i>	
<i>Date of last review (month & year)</i>	
Contact details:	

Completed example (one sentence description + category)

GOOD PRACTICE EXAMPLE

Project purpose (one sentence):	This youth engagement scheme, developed by the London Fire Brigade, aims to tackle fire-related anti-social behaviour amongst young people (e.g. fire setting and hoax calls) and thereby help to improve community safety.
Category / Categories	street crime youth crime anti-social behaviour

Completed example (front page)

GOOD PRACTICE EXAMPLE

Country of Origin:	UNITED KINGDOM
Project title:	Local Intervention Fire Education (LIFE)
Project Description:	A course designed to change the attitude and behaviour of young people by getting them to: <ul style="list-style-type: none"> • adopt a new set of values • address the consequences of antisocial (firesetting) behaviour • work co-operatively with others • see the advantage of improving their own learning and performance • gain self esteem and self confidence and to communicate better and consequently achieve self empowerment.
Project Start date:	2003
Project Status	*Fully Implemented / Promising New Initiative (*Delete whichever does not apply)
Is project still running?	*Yes / No (*Delete whichever does not apply)
<i>Date installed on database (month & year)</i>	
<i>Date of last review (month & year)</i>	
Contact details:	Nigel Hall, Divisional Officer LIFE Programme email: nigel.hall@london-fire.gov.uk life.project@london-fire.gov.uk

Annex E
Periodic review form

Decision Making Tree for 24-month review

