

Guidelines for Publication of Information on Policy Evaluation

(May 28, 2010

Approved at the Interministerial Liaison Meeting on Policy Evaluation)

These Guidelines provide standard guidance for preparation of evaluation reports and other related items based on the basic matters related to publication of information on policy evaluation prescribed in the “Basic Guidelines for Implementing Policy Evaluation” (Cabinet Decision of December 16, 2005).

On the basis of the progress in efforts made by individual administrative organs, these guidelines shall be reviewed as necessary.

1. Preparation of an evaluation report and its summary

Providing information on a policy so that citizens can evaluate and judge it is one of the major purposes of policy evaluation. As needed, information on the policy subjected to evaluation should be provided in a way that is easy to understand, while also its detailed information should be provided to citizens. In this regard, an evaluation report and its summary should clearly have a division of roles.

In addition, materials used in the course of conducting policy evaluation should be stored appropriately to enable external verification.

(1) Division of the roles of an evaluation report and its summary

The evaluation report shall clearly state items required by law, while addressing the idea that the evaluation result and process can be verified from outside the administration.

The summary, while including the elements necessary for evaluation, shall be concise and written so that citizens can clearly understand the main content of the evaluation report.

Each administrative organ shall prescribe the form of evaluation report suitable for the characteristics of policies under its jurisdiction, while paying attention to the difference between the roles of an evaluation report and its summary, and based on the matters listed in (2).

(2) Points to note when preparing an evaluation report

A. Standard contents to be stated in legal entries are mainly as follows:

① The policy subjected to evaluation

State the evaluated policy's objective, target, means, base law, position within the policy structure, background, and so forth. For evaluation of individual public works, also include a schematic diagram or location information.

② The department or organization that carried out the evaluation, and the period that evaluation was carried out for

Specify the department or organization down to approximately the section level. State the period as specifically as possible.

③ Standpoints of policy evaluation

State specifically how standpoints of necessity, efficiency, effectiveness, etc. were applied to the policy.

④ Method employed and results of studying and acquiring information on the effects of policy

Also include any assumed or prerequisite conditions used in ascertaining the policy's effects.

⑤ Matters related to acquisition and utilization of findings of individuals with relevant knowledge and experience

State when and how the findings of experienced academics are used, and outline how their opinions are reflected in the policy.

⑥ Matters related to materials and other information used in the course of conducting policy evaluation

Data used in the course of evaluation, outline of past data references, or information on their location should be included. Here, note that securing external verifiability is necessary.

i. Points to note when stating these matters are as follows:

(i) Data

- Name of the data, creator, and time of creation should be stated in the evaluation report. Also, the base point of time and subject period should be added.
- For public statistics prescribed in Article 2, Paragraph 3 of the Statistics Act (Act No. 53 of 2007), information on the location of

tabulation used should be stated in the evaluation report. For an attitude survey or similar material, the evaluation report should state the survey method, the questionnaire, and the location of tabulation used.

- If public statistics and other data were processed to predict or verify effects, then the evaluation report should include information on the location of data used along with calculation methods and calculation results.
- For qualitative data (individual cases in a case study or interview, etc.), the evaluation report should state the method of investigation, paying attention to the representation and objectivity of the data.

(ii) Documents

- The name of the document, creator, and time of creation should be stated in the evaluation report.

ii. For evaluation of individual public works, the following should also be noted:

- When demand or something similar is predicted in relation to calculation of benefit, the evaluation report should state the prediction model, data used for prediction, and location information for the prediction results.
- For cost-benefit analysis, information on the location of public statistics and other data used should be stated in the evaluation report.
- The cost-benefit analysis manual, etc. should be publicized.

⑦ Results of the evaluation

The report should state a conclusive comment on the judgment or evaluation derived completely in the light of viewpoints of necessity, efficiency, and effectiveness based on the results of ascertained policy effects and the opinions of persons with relevant knowledge and experiences, and also in what direction the evaluation result should be directed in future policies.

- B. Efforts should be made to clearly state the policy's cost and effect in the evaluation report.
- C. To make them easy for citizens to understand, technical terms should be explained or annotated, and charts and graphs should be used actively.

D. To secure verifiability from the outside, efforts should be made to publicize the information on evaluation, such as the basic data for policy evaluation, in a form that takes into consideration the ease of analyzing the data (providing the data in CSV format), ease of printing (providing the data in spreadsheet form usable by spreadsheet programs, with a print range being set).

In addition, from the viewpoint of contributing to the advancement of policy evaluation triggered by research in policy evaluation carried out by persons with relevant knowledge and experiences and others, each administrative organ should actively promote the creation of statistics by commission based on the Statistics Act in which questionnaire information of statistical surveys collected by an administrative body is used for academic research and other activities (made-to-order totaling; Article 34 of the act) and creation and provision of anonymous data (Articles 35 and 36 of the act). Furthermore, provision of public statistics should also be promoted actively.

E. If an opinion or a request comes stating that external verification is not possible because of the lack of data, etc., efforts should be made to take appropriate and necessary measures to secure verifiability from the outside. If a problem in the system common to administrative organs comes up, then the Ministry of Internal Affairs and Communications shall organize an approach and present it to the administrative organs.

2. Opening policy evaluation meetings of persons with relevant knowledge and experiences to the public

If policy evaluation meetings of persons with relevant knowledge and experiences are held, then their proceedings, minutes, and documents should be publicized. The meetings should in principle be made open to the public, permitting the general public to hear them, promoting Internet distribution, and so on.

For administrative organ windows to receive citizens' opinions and requests, efforts should be made to show clearly their locations and the content of opinions and requests received, and the results of using the opinions and requests should be publicized.

3. Other

Until these guidelines become established, the Ministry of Internal Affairs and Communications shall conduct follow-up activities.