This document lists all of the key recommendations related to assessing transformational impact of policies and actions contained in the ICAT Transformational Change Guidance. Chapter 11 of the guidance lists all key recommendations related to reporting, which are not duplicated here.

Key recommendations are intended to assist users in producing credible impact assessments that pursue high quality and are based on the principles of relevance, completeness, consistency, transparency and accuracy.

The ICAT Introductory Guide provides further description on how and why key recommendations are used within the ICAT guidance documents, as well as more information about following either the “flexible approach” or the “key recommendations” approach when using the guidance.

KEY RECOMMENDATIONS

Chapter 2: Objectives of assessing transformational change
- Determine the objectives of the assessment at the beginning of the impact assessment process

Chapter 4: Steps and assessment principles
- Base the assessment on the principles of relevance, completeness, consistency, transparency, accuracy and reflection on ambition

Chapter 5: Describing the policy or action and the vision for transformational change
- Clearly describe the policy or action (or package of policies or actions) that is being assessed
- Describe the transformational vision of the policy or action, through consultation with key stakeholders

Chapter 6: Choosing which transformational change characteristics to assess
- Define the assessment boundary in terms of geographical and sectoral coverage of transformational characteristics selected for assessment
- Define the assessment period
• Choose characteristics to be assessed based on their relevance to a policy or action and the society in which it is implemented

Chapter 7: Assessment of the starting situation
• Identify the phase of transformation to understand the context in which the policy or action is being planned or implemented
• Identify barriers for transformational change specific to the phase of transformation
• Describe the starting situation of characteristics impacted by the policy or action

Chapter 8: Estimating transformational impacts ex-ante
• Assess and qualitatively score how barriers modify the extent of transformation expected for each characteristic
• Assess and qualitatively score each characteristic using the scale provided in Table 8.3 and explain the underlying assessment
• Aggregate the results for all characteristics and barriers to the process and outcome level

Chapter 9: Estimating transformational impacts ex-post
• Collect data for selected indicators
• Assess characteristics using indicators to assess the extent of transformation achieved by the policy or action
• Aggregate the results for all characteristics to the process and outcome level and describe the overall assessment

Chapter 10: Monitoring performance over time
• Define a monitoring period that is long enough to capture the full range of transformational change impacts
• Develop a plan for monitoring key performance indicators
• Identify the key performance indicators that is used to track performance of the policy or action over time
• Monitor each key performance indicator over time in line with the monitoring plan

Chapter 11: Reporting
• Report information about the assessment process and the transformational impacts resulting from the policy (including the information listed in Section 11.1)

Chapter 12: Learning, Decision Making and Using Results
• Describe insights gained from the assessment, and how results are used to revise ongoing or future policies and actions