Appendix A: Final prompts used in this exercise

* Standardized Prompt Set for Evaluating Reports Using a Framework (e.g., GBA Plus)

Use these prompts in order. Each step builds on the last.

• Step 1: Provide the Framework

Prompt:

I want to evaluate a report using a framework. Here's the framework document: [PASTE FRAMEWORK TEXT OR LINK TO DOCUMENT].

Please extract the evaluation topics from this framework and list them clearly. For each topic, give a short description of what the framework is looking for when evaluating a report.

• Step 2: Provide the Report

Prompt:

Here's the report I want to evaluate: [PASTE REPORT TEXT OR LINK TO DOCUMENT].

Please prepare this report for evaluation against the framework topics you identified earlier.

While preparing the report, please pay special attention to any section titled *Methodology* or *Approach* to determine who the key stakeholders and end-users are. Reports are not always based on the general population, so it's important to understand the specific context and intended audience before evaluation.

GBA+ is an intersectional approach, as illustrated on this website:

https://www.canada.ca/en/women-gender-equality/gender-based-analysis-plus/government-approach.html Please ensure you check for all intersectional elements in the report, such as age, ethnicity, disability and other elements highlighted on this link.

• Step 3: Evaluate the Report

Prompt:

Evaluate this report using the topics from the framework. For each topic:

- 1. Indicate if the topic is:
 - Clearly addressed
 - **A** Partially addressed
 - X Not addressed
- 2. Provide a 1–3 sentence explanation.
- 3. Include a short quote or excerpt from the report as evidence.

Use a clean, structured format.

• Step 4: Generate a Summary

Prompt:

Generate a summary report showing how the report aligns with the framework. The summary should:

- Include a bullet point or table for each topic showing the evaluation status (\checkmark , \land , \checkmark)
- Provide a short note explaining each status
- End with an overall comment on how well the report aligns with the framework
- Be formatted clearly and concisely for someone reviewing multiple reports

We tested the above steps against the Mobile Devices and Fixed Line Telecommunications Services report, which resulted in the following responses.

S Evaluation of Mobile Devices and Fixed Line Telecommunications Services (2023–24)

Step 1: Provide the Framework

We will use the GBA Plus framework as the basis for this evaluation.

Extracted Evaluation Topics from the GBA Plus Framework:

1. Gender

Assesses whether the report considers gender differences in experiences, access, or outcomes.

2. Diversity and Identity Factors (Intersectionality)

Evaluates how multiple identity factors (e.g., age, ethnicity, disability) intersect with gender.

3. Data Disaggregation

Checks for data broken down by identity (gender, age, race, etc.) to allow more inclusive insights.

4. Inclusive Policy/Program Design

Looks for evidence of inclusive thinking in the way policies or services were designed or evaluated.

5. Impact Analysis

Reviews whether differential impacts across identity groups are assessed.

6. Engagement and Consultation

Checks if the report engaged diverse voices, especially equity-seeking groups.

7. Mitigation of Inequities

Looks for identification of systemic barriers and strategies to reduce them.

Step 2: Provide the Report

Report Provided:

Evaluation of Mobile Devices and Fixed Line Telecommunications Services (2023–24)

Key context from the report:

- **Stakeholders:** The primary users are federal departments and agencies; the general public is not the direct audience.
- **Methodology:** Included 26 interviews with internal stakeholders from 15 departments and a review of service performance.
- **Focus:** Efficiency, service delivery, modernization, user satisfaction.

The report is performance-focused and does not appear to apply a GBA Plus or intersectional lens by default.

Step 3: Evaluate the Report

1. Gender

X Not addressed

• No gender-based considerations are present in service usage, access, or impact analysis.

2. Diversity and Identity Factors (Intersectionality)

X Not addressed

• No references to user identity beyond organizational roles. No inclusion of race, age, disability, etc.

3. Data Disaggregation

X Not addressed

• Data is presented in aggregate form. No demographic breakdowns are provided.

Example excerpt:

"A total of 26 interviews were conducted with stakeholders from 15 departments..."

4. Inclusive Policy/Program Design

A Partially addressed

• While the report reviews satisfaction and access, it does not reference inclusivity or equity in the design or delivery of telecom services.

Example excerpt:

"Some users reported having challenges accessing support channels..."

5. Impact Analysis

🗙 Not addressed

• No differentiation of impacts across population groups or equity lenses.

6. Engagement and Consultation

A Partially addressed

• Consultations occurred internally within government departments; no mention of engaging diverse or underrepresented user perspectives.

Example excerpt:

"Interviews were conducted with stakeholders across service delivery and client departments."

7. Mitigation of Inequities

X Not addressed

• The report does not discuss systemic barriers or strategies to reduce inequality in service access or experience.

Step 4: Summary Report

Framework Topic	Status	Notes
Gender	X Not addressed	No reference to gender-related data or impact
Diversity & Identity Factors	X Not addressed	No intersectional analysis present
Data Disaggregation	X Not addressed	All findings reported in aggregate
Inclusive Policy Design	A Partially addressed	Some mention of access issues but not from equity lens
Impact Analysis	X Not addressed	No analysis of group-specific outcomes
Engagement & Consultation	Artially addressed	Limited to internal stakeholders
Mitigation of Inequities	X Not addressed	No identification of systemic barriers



This report is focused on operational and service delivery outcomes. While it reflects stakeholder input and efficiency metrics, it lacks any explicit application of GBA Plus principles. It does not analyze service outcomes through a gender or intersectional lens, nor does it include disaggregated data or engagement with equity-seeking groups. Future evaluations would benefit from integrating inclusive evaluation methods aligned with GBA Plus.

Note: We manually validated this was an accurate representation in the Mobile Devices and Fixed Line Telecommunications Services report.