Albania OGP
POC / Technical Secretariat
Prioritization Guidance for LFPs

Successful OGP action plans focus on significant open government priorities and ambitious reforms; are relevant to the OGP values of transparency, accountability, and public participation; and contain specific, time-bound, and measurable commitments[1].

Strong Commitments will:

- Be ambitious, specific and achievable ;

- Articulate policy objectives and the Intended benefits for the country;

- Be mutually reinforcing with national and international objectives (such as NSDIs and SDGs);

- Identify agencies (Ministries, Departments, Institutes, NGOs, etc.) that will be involved and identifies a lead institution for ownership;

Figure 1: Criteria for Action Plan Ideas

In order to support these aims ideas should be assessed in terms of feasibility and the overall criteria to identify which ideas to include in the action plan.

Prioritization is used to:

- Shortlist ideas from a long list before moving ahead to the next stage in the policy cycle to iterate and develop them further;

- Prioritize the focus and scope of specific commitments

- Prioritize which commitments should be selected for inclusion in the action plan in light of resources available, feasibility of implementation, and keeping the overall number of commitments manageable.
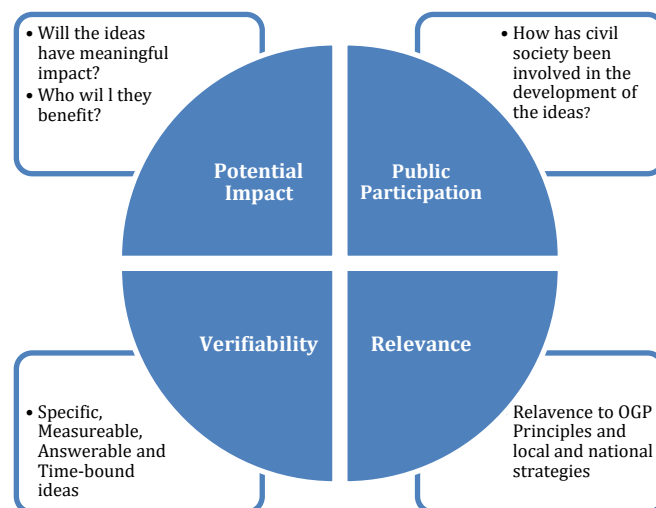
---

[1] OGP Handbook 2020 https://www.opengovpartnership.org/wp-content/uploads/2020/02/OGP_Handbook-Rules-and-Guidance_20200207.pdf

I. Structure

The following structure corresponds with the accompanying prioritization matrix and template:

All Proposed Ideas

All ideas proposed MUST be included and stakeholders will be provided with this list to ensure no submitted idea was exempt from evaluation.

General Criteria and Shortlisting Criteria Templates

EVERY proposed idea will be scored using the general criteria and shortlisting criteria template in order to ensure that all inputs from civil society are taken into consideration and ensure a transparent and fair evaluation, assessment and selection of ideas. For each idea a new sheet will be used to assess the idea.

The criteria for this evaluation will be described in more detail in the later sections of this guidance document.
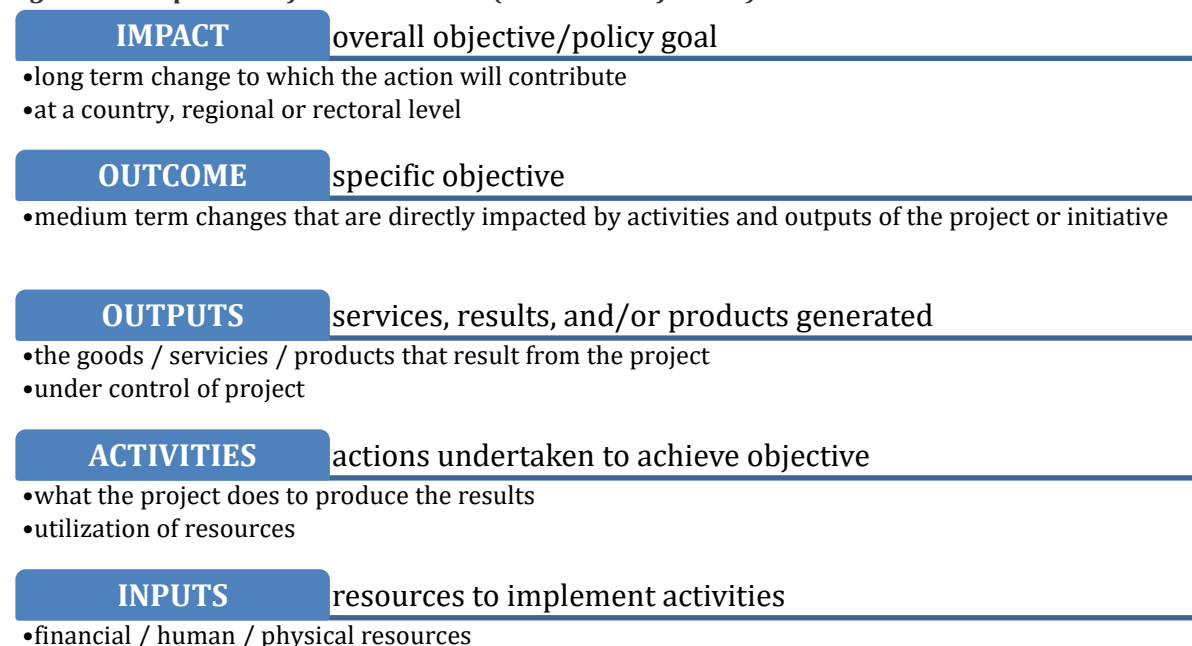
Lead focal points may add additional criteria to the template so long as the inclusion is explained and conducted in a consistent and transparent manner.

Results

Based on the assessments according to the criteria established idea proposals should be categorised into four groups:

- **Proposals to be incorporated in the 2020-2022 Action Plan;**
- **Proposals to be admitted to the 2020-2022 Action Plan with changes;**
- **Inadmissible proposals;**
- **Proposals to be incorporated in future Action Plans.**

Figure 2: Components of a Results Chain (OECD DAC definition)[2]

| **IMPACT** | overall objective/policy goal |

•long term change to which the action will contribute
•at a country, regional or rectoral level

| **OUTCOME** | specific objective |

•medium term changes that are directly impacted by activities and outputs of the project or initiative

| **OUTPUTS** | services, results, and/or products generated |

•the goods / servicies / products that result from the project
•under control of project

| **ACTIVITIES** | actions undertaken to achieve objective |

•what the project does to produce the results
•utilization of resources

| **INPUTS** | resources to implement activities |

•financial / human / physical resources

---

[2] For more information see http://indicators.developmentresults.eu/common/pdf/SIG%20website_Methodo%202019.pdf

II. [Guiding Principles of Prioritization](#)[3]

- *Determine Approach and Criteria for Prioritization*
  - *What factors to consider for shortlisting ideas?* **See attached template with some criteria**
  - *What rules will guide the rules of prioritization?*

- *Consider Who Needs to be Involved*
  - *Co-creation approach will ideally incorporate decision and prioritization jointly with civil society*
  - *Clarify which priority decision will be made jointly and which will be subject to formal government approval processes*
  - *It is important to understand whether you are seeking to understand the preference or opinions of a representative sample of the broader public or of specific beneficiaries or stakeholder groups, whether you are seeking additional evidence to help understand whether shortlisting criteria are met, or whether seeking specific sectoral or technical expertise from those who possess the requisite knowledge and experience*

- *Consider Representation & Response Biases and Barriers to Participation*
  - *Consider if those included in the processes are representative of the people that will be impacted by the specific commitment or policy*
  - *Are there any barriers to participation that can be mitigated?*
  - *It is important to consider whether the participating population is well balanced on gender, race, age group, socio-economic status, geography and other dimensions relevant in the national/local or policy context*
  - *Majority participation by audiences of a similar profile or pre-determined policy position can skew the results and the insights emerging from voting exercises.*
    - *Polls where participants can see responses of others help with transparency of the process, but can also lead to group-think i.e. participants vote a certain way because they see others doing so.*

- *Consider Methods for Deliberation*
  - *Explain goals of the processes, promote open dialogue, and deliberative analysis in a rules-based approach with a set of key design questions, and information or evidence on all sides of an issue to enable participants to make informed and considered choices*

---

[3] Adapted from OGP https://www.opengovpartnership.org/documents/taking-the-ogp-co-creation-process-online-prioritizing-ideas-commitments/

III. Criteria for Commitments in Action Plan

Successful OGP action plans focus on significant open government priorities and ambitious reforms; are relevant to the OGP values of transparency, accountability, and public participation; and contain specific, time-bound, and measurable commitments[4]:

1. Potential Impact[5]:

OGP aims to promote ambitious open government reforms that stretch the government beyond its current state of practice, significantly improving the status quo by strengthening transparency, accountability, and public participation in government. Participating governments may choose to initiate new open government initiatives in their action plans or improve upon on-going reforms. They are also encouraged to show clear improvement from one action plan to the next.

- *Identify the problem:* What is the social, economic, political, or environmental problem addressed by this commitment;
- *Establish the baseline* or status quo at the outset of the action plan;
- *Establish the objective*: What are the objectives stated in the commitment? How does the commitment's objective contribute to solving or improving the problem?
- *Details of the solution*: What activities does the commitment propose to achieve the objective? How would the activities contribute to the objective of the commitment?
- *Estimate impact* and assess the degree to which the commitment if fully implemented as written, what potential effect would this approach have on the problem?

The Independent Reporting Mechanism (IRM) will assess commitment and categorize each commitment into one of the following levels of potential impact:[6]

- **Worsens**: Worsens the status quo of problem identified.
- **None**: Maintains the status quo of problem identified.
- **Minor**: An incremental but positive step in the relevant policy area to improve problem identified.
- **Moderate**: A major step forward in the relevant policy area, to improve problem identified, but remains limited in scale or scope.
- **Transformative**: A reform that could potentially transform 'business as usual' in the relevant policy area and contribute to improvements in the problem identified.

2. Public Participation

- **Evidence of engagement**
  - *How were citizens and civil society contacted to participate?*
  - *Was there follow up?*
  - *Were multiple channels (email, public posting on social media and government websites) used?*
  - *Who was contacted directly? List of contacts, their organization and position provided*
- **Diversity of participants**

---

[4] For more information on the OGP process see https://www.opengovpartnership.org/wp-content/uploads/2020/02/OGP_Handbook-Rules-and-Guidance_20200207.pdf
[5] For more information see the IRM assessment guidelines: https://www.opengovpartnership.org/documents/irm-procedures-manual/
[6] For more information see https://www.opengovpartnership.org/documents/irm-procedures-manual/

- ▪ *Do the organizations contacted represent a diverse array of viewpoints?*
- ▪ *Is there diversity in the size of organizations, types of organizations and organization objectives?*
- **Opportunities for Responses**
  - ▪ *Can participants provide general recommendations and feedback?*
  - ▪ *Can participants provide feedback anonymously on sensitive topics?*
- **Incorporation of Feedback**
  - ▪ *Ideas proposed are considered for inclusion in the action plan;*
  - ▪ *Selection for inclusion/exclusion is transparent;*
  - ▪ *Participants can provide feedback following meetings.*
- **Transparency in Reponses**
  - ▪ *Is all feedback made available and accessible?*
  - ▪ *Are justifications provided for feedback that is not incorporated into the plan?*

3. *Verifiability: the SMART framework:*

Assists participating governments in seeking effective, clear, and measurable commitments and actions.

- **Specific**: The objectives and actions proposed sufficiently clear and specific to allow for their completion to be objectively verified through a subsequent assessment process.
  - ▪ *Does it describe the social, economic, political, or environmental problem addressed by the idea?*
  - ▪ *Is baseline data, or contextual facts, when available included?*
  - ▪ *Does it describe the expected outcomes?*
- **Measurable**: It is possible to verify the fulfilment of the commitment.
  - ▪ *Are the indicators clearly defined and explain what is being measured? (e.g. 'Number of...'; "Percentage of ..."; "Status of....")*
  - ▪ *Is the data needed to measure progress available or can be collected at reasonable cost?*
  - ▪ *Is the data needed to measure progress available on a regular basis?*
- **Answerable**: Clearly specifies the agencies responsible and relevant for implementation
  - ▪ *Is the main agency responsible for implementation is specified?*
  - ▪ *Is the coordinating or supporting agencies specified?*
  - ▪ *Who are the other civil society, multilateral, or private sector partners who have a role in implementing the idea?*
- ▪ **Relevant**: For each commitment, the action plan should explain its relevance to one or more of the open government principles outlined in the section below (transparency, accountability, public participation, and technology and innovation).
- **Time-bound**: The commitment clearly states the all the relevant dates for the ideas implementation.
  - ▪ *When it will be completed?*
  - ▪ *What are the dates for milestones, benchmarks, and other potential deadlines?*

4. *Relevance:*

This variable evaluates the commitment's relevance to OGP values. The IRM will assess commitments in the action plan according to the following guidelines for relevance to OGP values:

- **Transparency and Access to Information:** The government commits to disclose more information or improve the quality of the information disclosed to the public.
    - *Disclose more information to the public? Publication of all government-held information (as opposed to only information on government activities)?*
    - *Improve the quality of information disclosed to the public? Does the idea increase the frequency of data published? Does the idea include publishing and sharing information on financial reporting and regulations, particularly those for government and civil society?*
    - *Improve accessibility of information to the public? Does it proactively publish and share government information disaggregated across agencies and levels of government?*
    - *Enable the right to information? Does the idea implement right to information laws? Does it train officials on records management and information provisioning?*
- **Public Accountability**: The government creates or improves public facing opportunities to hold officials answerable for their actions.
    - *Does the idea create or improve rules, regulations, and mechanisms to publicly hold government officials answerable to their actions?*
    - *Does the idea make the government accountable to the public and not solely to internal systems? Are there mechanisms that facilitate accountability from independent entities?*
- **Civic and Public Participation**: The government seeks to engage citizens in a dialogue on public policies or programs, and request their input, feedback, and contributions, to facilitate a more responsive, innovative, and effective governance model.
    - *Does the idea create or improve opportunities, or capabilities for the public to inform or influence decisions?*
    - *Does it create more opportunities for citizens to use information, monitor systems and provide feedback?*
    - *Does it establish protocols to ensure incorporation of feedback?*
    - *Does it create spaces and platforms for dialogue and co-creation with civil society and commits to publishing ALL written contributions (e.g. consultation responses)?*
    - *Does it encourage engagement with a variety of government and non-government actors (e.g. citizens, civil society organisations, government departments, subnational governments, parliament, academics, private sector, etc.) is increased for more diversity in viewpoints in decision making?*
    - *Does the idea create or improve the enabling environment for civil society?*
    - *Does the idea reduce restrictions that make it challenging to establish a new organization, especially for those working on sensitive issues?*
    - *Does the idea ease requirements on registration and access to funding for civil society organizations?*
- **Technology & Innovation for Transparency and Accountability**: Governments embrace the importance of providing citizens with open access to technology, the role of new technologies in driving innovation, and the many benefits of increasing its capacity. Technology and innovation cannot be a stand-alone principle but must support/advance the previous three principles.
    - *Will technological innovation be used in conjunction with one of the other three OGP values to advance either transparency or accountability?*

IV. Online Tools for Prioritization

- Visualization tools that help visualize the logic of arguments, organize and navigate complex information and facilitate the process of prioritization, or online whiteboards.

- The low tech option of mobile surveys, teleconferencing, sending questionnaire forms on MS-Word or similar programs that can be filled out without needing uninterrupted connection to the internet. These require a plan for synthesis and analysis for processing contributions.

- Tools or platforms that allow online voting, ranking or polling: this includes social media polls or free online surveys or polling tools, or more sophisticated online platforms that are open source like Consul.

Platform	Website	Additional Information/Features
CitizenOS	https://citizenos.com/product/	Users can use the Citizen OS website or create their own website with the same capabilities. Available in different languages
ConsiderIT	https://consider.it/	Customized use (branding and other special features) requires contact for pricing
Consul	https://consulproject.org/en/	May need programming background to set up website/ software Script of the software is downloadable
DemocracyOS	http://democracyos.org/	May need expert programming Argentina has used this platform for online consultations
Google Forms	https://www.google.com/forms/about/?utm_source=gaboutpage&utm_medium=formslink&utm_campaign=gabout	Users must create a Google account