



REPUBLIKA E ALBANIËS

**THE OPEN GOVERNMENT PARTNERSHIP
NATIONAL ACTION PLAN FOR ALBANIA
2020 – 2022
PRE-CONSULTATION REPORT TEMPLATE**



Albania OGP

POC / Technical Secretariat

Pre-Consultation Report Template for LFPs:

I. Introduction and Background

- *Briefly outline the overall objective of the component and the sub-component:*
- *Briefly outline the past and current challenges that have impeded stakeholder engagement in the past on the component's topic:*
- *What steps were taken to address these challenges?*

II. Methodology

II.1. Survey Design:

- *The questions included (attach as an annex if preferred and discuss questions in general terms);*
- *Why these questions were chosen?*
- *What is the hoped outcome of the survey?*

II.2. Stakeholder Selection:

- *How were stakeholders selected?*
- *What stakeholders were contacted and why?*

III. Initial Findings

- *Summary of feedback from stakeholders:*
- *Main issues identified by stakeholders:*
- *Main recommendations from stakeholders:*
- *Areas recommended to focus on in next stages:*

IV. Shortcomings Identified

- *Limitations in responses/underrepresentation of stakeholders:*
- *Discussion on non-responses:*
- *Any biases of responses:*

V. Preparations for Next Phase

- *What will be done to improve engagement in the next stages?*
- *How will collaboration be ensured with the meetings?*
- *What steps will be taken to promote engagement by stakeholders?*

VI. Annex 1 Template: Evidence of Stakeholder Engagement

Civil Society Organization Contacted	Contact Person at CSO	Contact Person's Title	Stakeholder Type (NGO, Union, University, Private Sector Cooperation, etc.)	Focus of Organization	Why were they included?	Date Contacted	Did they respond?	Date responded	Details of efforts to follow up	Additional notes

VII. Annex 2: Results Data

Attach as an excel