

Albania OGP

POC / Technical Secretariat

Consultation Report Feedback Framework for LFPs:

Feedback Framework for Consultation Report:

<i>Questions</i>	<i>Comments</i>	<i>Rating</i>	<i>Recommendations</i>
<i>Template Question</i>	Comments on the LFP's response	How well does the LFP's answer address the question?	What can the LFP do to improve for next time?
<i>Example Question 1</i>	<ul style="list-style-type: none"> LFP did not answer question at all 	Did not answer question	<ul style="list-style-type: none"> Even if incomplete information, please answer stated question
<i>Example Question 2</i>	<ul style="list-style-type: none"> LFP partially answered question 	Partial answer / Needs adjustment	<ul style="list-style-type: none"> Consider the impact of A,B,C, etc.
<i>Example Question 3</i>	<ul style="list-style-type: none"> LFP fully answered question 	Strong/complete answer	<ul style="list-style-type: none"> Areas for improvement include D, E, F, etc.
<i>Example Question 4</i>	<ul style="list-style-type: none"> The question does not need to be answered 	N/A Not applicable	<ul style="list-style-type: none"> The question does not apply or does not need to be answered

CONSULTATION

Consultation Details	<i>Rating</i>	<i>Comments / Recommendations</i>
Policy Goal Focus		
Lead Focal Point Institution		
Date		
Consultation Meeting Number		
I. Objective of Consultation Meeting		
What was the aim of this consultation? Please answer for all that apply		
(i) Introduce stakeholders to the proposed policy goal		
(ii) Introduce stakeholders to the OGP process		
(iii) Explain the feedback tools for stakeholders		
(iv) Brainstorm ideas with stakeholders		
(v) Develop further details (milestones, etc.) for ideas		
(vi) Gather feedback on proposed policy goals		

(vii) Prioritize proposed policy goals		
(viii) Other (provide details)		
II. Methodology		
What was the format of the meeting? How were stakeholders able to participate?		
(i) Presentations		
(ii) Discussion / Feedback from stakeholders		
(iii) Questions and answers		
(iv) Brainstorming		
Stakeholder Selection		
(i) How were stakeholders selected?		
(ii) How were stakeholders contacted?		
(iii) How many stakeholders were contacted?		
(iv) Was the consultation announced publically? (via websites, social media, etc.)		
(v) Were stakeholders reminded?		
III. Results/ Findings		
Stakeholder Contributions		
(i) How many stakeholders attended?		
(ii) Did stakeholders contribute?		
(iii) Main issues identified by stakeholders		
(iv) Main recommendations from stakeholders?		
IV. Shortcomings Identified & Preparations for Next Consultation		
(i) Limitations in stakeholder attendance		
(ii) Limitations in stakeholder participation		
(iii) What can be done to improve attendance?		
(iv) What can be done to improve participation in the next meeting?		

STAKEHOLDER FEEDBACK

Name:		Organization / Affiliation:	
Position:			
<i>Issues Raised</i>			
<i>Feedback</i>			
<i>Ideas Suggested</i>			
<i>Other Comments</i>			