

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

STAKEHOLDER FEEDBACK

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