Albania OGP

POC / Technical Secretariat

Prioritization Exercise for LFPs:

This guidance note explains how LFPs can customize the prioritization template and criteria for their assigned component to best suit their needs and priorities. For some components certain aspects of the criteria may be more relevant than others and thus LFPs can place more importance on that in their prioritization criteria. In other cases, additional aspects may need to be added to reflect the needs of the component. This guidance will facilitate LFPs in ensuring they are able to evaluate ideas for the action plan using the most appropriate criteria, while still ensuring a transparent process.

I. **Structure**: illustrates how the criteria template is designed
II. **Customizing the Criteria**: how the template may be adjusted to suit particular priorities
III. **Customizing the Scoring**: how components can be weighted to suit differing priorities

I. Structure

The criteria template is disaggregated into categories (eg. *2. Relevance to OGP Principles*), sub-categories (e.g. *2.1. Transparency and Access to Information*) and attributes (e.g. *2.1.1. Disclose more information to the public?*).

- **Category**: There are seven categories[1] included that allow a comprehensive assessment of each idea. More categories may be added as the LFP sees fit.
- **Sub-Category**: These are the different topics within the category.
- **Attribute**: Within the attributes one or more specific actions can be included that contribute to the sub-category. These are the main features needed to support the sub-category.

Figure 1: Criteria Levels

Category	**2**	**Relevance to OGP Principles**	
Sub-Category	**2.1.**	***Transparency and Access to Information***	
Attribute	**2.1.1.**	Disclose more information to the public?	• Publication of all government-held information (as opposed to only information on government activities)? • Proactive or reactive releases of information?
Attribute	**2.1.2.**	Improve the quality of information disclosed to the public?	• Does the idea increase the frequency of data published or the publishing & sharing of information on financial reporting & regulations, particularly those for government & civil society?
Sub-Category	**2.2**	***Public and Civic Participation***	
Attribute	**2.2.1.**	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 • Protocols established to ensure incorporation of feedback? • Spaces and platforms for dialogue and co-creation with civil society?

[1] Verifiability; Relevance to OGP Principles; Potential Impact; Public Participation and Civil Society Engagement; Feasibility; Alignment with Local, National and International Priorities; Other Aspects

II. Customizing the Criteria

The criteria template may be altered to reflect the particular needs of the component. LFP's are welcomed to include additional categories, sub-categories and attributes into their prioritization matrix so long as the same matrix is used to evaluate all ideas.

In particular the LFP may wish to include additional categories dedicated to:

- ***The LFP's specific component***: e.g. how well does the idea align with the goals of Anti-Corruption and its thematic priorities of Beneficial Ownership and Improving Political Integrity
- ***Trade-offs or challenges***: e.g. how well does the idea identify and address potential challenges that may impact effective implementation such as political resistance or lack of enabling legislation

III. Customizing the Scoring of the Criteria

For each category, sub-category and attribute the LFP should assign a score value from which to evaluate how well the idea meets the particular criteria. These values can vary depending on what the LFP believes is the relative importance of that category, sub-category and attribute.

How much importance to give to each category?

The LFP will decide how many possible points to assign each category. The LFP may determine this criteria score however they would like so long as the two following conditions are met:

- The criteria scoring sheet must be the same for evaluating all ideas;
- The rules for scoring ideas must be clearly established **prior to evaluating ideas**.

The example below illustrates two examples of options for scoring this category[2].

- **Example A:** ***Even distribution***. All categories have the same importance.
- **Example B**: ***Differing points for categories***. Categories are assigned differing

Figure 2: Example of possible scoring approached for categories

	Criteria	Example Scoring A	Example Scoring B
1	**Verifiability**	30	30
2	**Relevance to OGP Principles**	30	40
3	**Potential Impact**	30	40
4	**Public Participation and Civil Society Engagement**	30	35
5	**Feasibility**	30	25
6	**Alignment with Local, National and International Priorities**	30	20
7	**Other Aspects**	30	20
	TOTAL	210	210

How much importance to give to each sub-category?

The LFP will decide how many possible points to assign within each category by assigning

[2] For this example the details at the sub-category and attribute level have been removed to allow a clearer illustration

possible scores for each sub-category. Within each category the LFP will establish the rules for determining if the idea meets the criteria.

The LFP may determine this criteria score however they would like so long as the two following conditions are met:

- The criteria scoring sheet must be the same for evaluating all ideas;
- The rules for scoring ideas must be clearly established **prior to evaluating ideas**.

The example below illustrates four examples of options for scoring each sub-category[3].

- **Example C:** ***Even distribution***. All sub-categories have the same importance and within each sub-category all attributes have the same importance.
- **Example D**: ***Even distribution for sub-categories and rules for attributes***. Even distribution for points for each sub-category, but within each sub-category there are thresholds to determine if the sub-category criteria has been met.
- **Example E**: ***Rules/thresholds for each sub-category***. The number of points for the category is determined by whether the idea meets specific thresholds within each sub-category.
- **Example F**: ***Rules/thresholds for category as a whole***. The category's criteria is considered fulfilled if the idea meets one or more of the sub-category's criteria.

Figure 3: Example of possible scoring approached for sub-categories

	Criteria	Example Scoring C	Example Scoring D	Example Scoring E	Example Scoring F
2.	**Relevance to OGP Principles**	**40 possible**	**40 possible**	**40 possible:** 40 points if 3 or more sub-categories are fulfilled; 20 points if 2 or more; 10 points if 1 or more; 0 points if none	**40 possible:** 40 points if 1 or more sub-categories are fulfilled; 0 points if none
2.1.	***Transparency and Access to Information***	**10**	**10**		
2.1.1.	Disclose more information to the public?	2.5	If two or more attributes apply 10 points, if less than two 0 points	Must meet 2/4 attributes to be considered fulfilled	Must meet 2/4 attributes to be considered fulfilled
2.1.2.	Improve the quality of information disclosed to the public?	2.5			
2.1.3.	Improve accessibility of information to the public?	2.5			
2.1.4.	Enable the right to information?	2.5			
2.2.	***Public and Civic Participation***	**10**	**10**		
2.2.1.	Does the idea create or improve opportunities, or capabilities for the public to inform or influence decisions?	5	If both apply 10 points, otherwise 0	At least one attribute met to be considered fulfilled	At least one attribute met to be considered fulfilled
2.2.2.	Does the idea create or improve the enabling environment for civil society?	5			

[3] For this example the details at the attribute level have been removed to allow a clearer illustration

2.3.	***Public Accountability***	**10**	**10**		
2.3.1.	Does the idea create or improve rules, regulations, and mechanisms to publicly hold government officials answerable to their actions?	5	If both apply 10 points, otherwise 0	At least one attribute met to be considered fulfilled	At least one attribute met to be considered fulfilled
2.3.2.	Does the idea make the government accountable to the public and not solely to internal systems?	5			
2.4.	***Technology & Innovation for Transparency & Accountability***	**10**	**10**		
2.4.1.	Will technological innovation be used in conjunction with one of the other three OGP values to advance either transparency or accountability?	10	10	Attribute must be met	Attribute must be met