

# Prioritization Matrix Template

Criteria	Specific Criteria	Criteria Details	Does it meet the criteria?	Score	Evidence, Examples or Explanation
General Criteria	Specific Criteria	Details or examples of what could fulfill the criteria	Yes / Partially / No		Provide details on why or why not the idea meets the criteria

## Criteria for Prioritization Matrix

Criteria	Specific Criteria	Criteria Details
<b>1 Verifiability</b>		
<i>Are the objectives and actions proposed sufficiently clear and specific to allow for their completion to be objectively verified through a subsequent assessment process?</i>		
<b>1.1. Specific</b>	Are the objectives and actions proposed sufficiently clear and specific to allow for their completion to be objectively verified through a subsequent assessment process?	<ul style="list-style-type: none"> <li>Does it describe the social, economic, political, or environmental problem addressed by the idea?</li> <li>Does it outline the problem it is trying to solve, the activities it comprises, and the expected outcomes?</li> </ul>
<b>1.2. Measurable</b>	It is possible to verify the fulfilment of the commitment.	<ul style="list-style-type: none"> <li>Are the indicators clearly defined and explain what is being measured? (e.g. "Number of..."; "Percentage of ..."; "Status of...")</li> <li>Is the data needed to measure progress available or can be collected at reasonable cost?</li> <li>Is the data needed to measure progress available on a regular basis?</li> </ul>
<b>1.3. Answerable</b>	Clearly specifies the agencies responsible and relevant for implementation	<ul style="list-style-type: none"> <li>Includes main agency responsible for implementation, coordinating or supporting agencies where relevant, and if necessary, other civil society, multilateral, or private sector partners who have a role in implementing the commitment</li> </ul>
<b>1.4. Time-bound</b>	Clearly states the date when it will be completed, dates for milestones, benchmarks, and other potential deadlines	<ul style="list-style-type: none"> <li>Details on milestones and benchmark dates?</li> </ul>
<b>2 Relevance to OGP Principles</b>		
<b>2.1. Transparency and Access to Information</b>		
2.1.1	Disclose more information to the public?	<ul style="list-style-type: none"> <li>Publication of all government-held information (as opposed to only information on government activities)?</li> <li>Proactive or reactive releases of information?</li> </ul>
2.1.2	Improve the quality of information disclosed to the public?	<ul style="list-style-type: none"> <li>Does the idea increase the frequency of data published?</li> <li>Does the idea include publishing and sharing information on financial reporting and regulations, particularly those for government and civil society?</li> </ul>
2.1.3	Improve accessibility of information to the public?	<ul style="list-style-type: none"> <li>Does it proactively publish and share government information disaggregated across agencies and levels of government?</li> </ul>
2.1.4	Enable the right to information?	<ul style="list-style-type: none"> <li>Does the idea implement right to information laws?</li> <li>Does it train officials on records management and information provisioning?</li> </ul>
<b>2.2. Public and Civic Participation</b>		

2.2.1	Does the idea create or improve opportunities, or capabilities for the public to inform or influence decisions?	<ul style="list-style-type: none"> <li>• Does it create more opportunities for citizens to use information, monitor systems and provide feedback</li> <li>• Protocols established to ensure incorporation of feedback?</li> <li>• Spaces and platforms for dialogue and co-creation with civil society?</li> <li>• Commits to publishing ALL written contributions (e.g. consultation responses)?</li> <li>• 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?</li> <li>• Initiative uses range of channels commonly used by citizens, civil society and other stakeholders, including traditional and new media (e.g. newspapers, television, radio, email, Facebook, Twitter, YouTube, WhatsApp, Slack, etc.) to engage with civil society?</li> <li>• Commitment to regular coordination with civil society?</li> </ul>
2.2.2	Does the idea create or improve the enabling environment for civil society?	<ul style="list-style-type: none"> <li>• Does the idea limit or eliminate restrictions that make it challenging to establish a new organization, especially for those working on sensitive issues?</li> <li>• Publish and share information on financial reporting and regulations</li> <li>• Does the idea ease requirements on registration and access to funding for civil society organizations?</li> </ul>
<b>2.3. Public Accountability</b>		
2.3.1	Does the idea create or improve rules, regulations, and mechanisms to publicly hold government officials answerable to their actions?	<ul style="list-style-type: none"> <li>• There are rules, regulations, &amp; mechanisms in place that call upon government actors to justify their actions, act upon criticisms or requirements made of them, &amp; accept responsibility for failure to perform with respect to laws or commitments.</li> </ul>
2.3.2	Does the idea make the government accountable to the public and not solely to internal systems?	<ul style="list-style-type: none"> <li>• Are there mechanisms that facilitate accountability from independent entities?</li> </ul>
<b>2.4. Technology &amp; Innovation for Transparency and Accountability</b>		
<i>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</i>		
2.4.1	Will technological innovation be used in conjunction with one of the other three OGP values to advance either transparency or accountability?	
<b>3 Potential Impact</b>		
<b>3.1. Scale and ambition of change that can be enabled by the idea</b>		
3.1.1	Does the idea identify and address a relevant problem	<ul style="list-style-type: none"> <li>• What is the social, economic, political, or environmental problem the idea is addressing?</li> </ul>
3.1.2	Does the idea establish the baseline of the problem and set out a realistic goal for change?	<ul style="list-style-type: none"> <li>• What is the status quo at the outset of the action plan</li> </ul>
3.1.3	What is the estimated impact of the idea?	<ul style="list-style-type: none"> <li>• Assess the degree to which the commitment, if implemented, would impact performance and tackle the problem</li> </ul>
<b>4 Public Participation and Civil Society Engagement</b>		
<b>4.1. Engagement with Public and CSOs</b>		
4.1.1	Is civil society involved in the implementation of the idea?	<ul style="list-style-type: none"> <li>• What CSOs will participate?</li> </ul>
4.1.2	Does civil society take on a leadership role in implementing the idea?	<ul style="list-style-type: none"> <li>• What CSOs will be partners on the implementation of the idea?</li> <li>• What role will the CSOs partners have?</li> </ul>
4.1.3	To what extent did citizens and civil society participate in developing the idea?	<ul style="list-style-type: none"> <li>• Was the idea proposed by an CSO or citizen?</li> <li>• Did an CSO or citizen develop the idea further?</li> </ul>
<b>4.2. Diversity of participants</b>		
4.2.1	Do the organizations designing the idea represent a diverse array of viewpoints?	

4.2.2	Is there diversity in the size of organizations, types of organizations and organization objectives?	
<b>4.3. Opportunities for Responses</b>		
4.3.1	Can participants provide general recommendations and feedback on the idea?	
4.3.2	Can participants provide feedback anonymously on sensitive topics?	
<b>5 Feasibility</b>		
<b>5.1. Technical Feasibility</b>		
5.1.1	Do existing agencies and CSOs have the expertise required to implement this idea?	<ul style="list-style-type: none"> <li>• What expertise is required from the government agencies?</li> <li>• What expertise is required from partnering CSOs?</li> </ul>
5.1.2	Is additional expertise or technical support required?	<ul style="list-style-type: none"> <li>• What additional expertise is required?</li> </ul>
<b>5.2. Potential for Securing Resources for Implementation</b>		
5.2.1	What is the scale of the financial resources required for the project?	<ul style="list-style-type: none"> <li>• Can the costs and needs of the project be spread out over time?</li> </ul>
5.2.2	What resources are available for the idea?	<ul style="list-style-type: none"> <li>• Under what ministries, projects, international donors may these funds be available?</li> </ul>
5.2.3	What additional resources are required?	<ul style="list-style-type: none"> <li>• Where can these resources be potentially sourced from?</li> </ul>
5.2.4	What is the likelihood of obtaining the full financial resources required for implementation?	
<b>5.3. Political Feasibility</b>		
5.3.1	Is the legislative framework sufficient to support the idea?	<ul style="list-style-type: none"> <li>• Is additional legislation or are additional policies required?</li> </ul>
5.3.2	Are there any special interest groups, political parties or CSOs that will object to the idea?	
<b>6 Alignment with Local, National and International Priorities</b>		
<b>6.1. Local or National Strategies or Priorities</b>		
6.1.1	National Strategy for Development & Integration (NDSI)	
6.1.2	Any other relevant strategy	
<b>6.2. International Strategies or Priorities</b>		
6.2.1	Sustainable Development Goals	
6.2.2	Any other relevant strategy	
<b>7 Other Aspects</b>		
<b>7.1. Other Advantages</b>		
7.1.1		
<b>7.2. Other Disadvantages</b>		
7.2.1		
<b>7.3. Identify Main Challenges to Implementation/Success</b>		
7.3.1		
<b>7.4. Potential Trade-offs</b>		
7.4.1		

