



**OGP**  
**LOCAL**

**Handbook**  
*Summary*

Open  
Government  
Partnership





# Roles and Responsibilities in OGP Local

Being a member of OGP Local entails developing and implementing an action plan that is principally composed of a set of ambitious open government commitments. Each action plan must be co-created by government and non-governmental stakeholders, implemented, monitored and assessed.

**The OGP Local Point of Contact is the person responsible for coordinating the government's participation in OGP local. Their responsibilities and activities include:**

- Stakeholder engagement outside government on an ongoing basis
- Coordination of the participation of other relevant government agencies and departments at the local and national level
- Liaise with the OGP Support Unit Local Team
- Facilitate monitoring, evaluation and learning
- Participate in peer exchange activities by seeking and providing support to other members
- Participate in global OGP events and relevant regional events

**Civil society and other non-governmental stakeholder's responsibilities activities include:**

- Awareness raising of the OGP process among non-governmental stakeholders, citizens and other public institutions
- Advocating for specific commitments
- Contributing to and endorsing the contents of the action plan
- Supporting implementation of commitments
- Monitoring implementation of commitments
- Participate in peer exchange activities by seeking and providing support to other members
- Participate in global OGP events and relevant regional events

**The OGP Local Monitoring Body, is the entity responsible for independently assessing the OGP process. Their responsibilities and activities include:**

- Collecting evidence and assess the co-creation process of the action plan
- Collecting evidence and assess the results of completed commitments
- Lead on the Final Learning Exercise and propose recommendations for improvements



# Action Plan

The period of the action plan must align with the term of the local government in office. That is, it starts when the jurisdiction joins OGP Local and must end at least two (2) months before the end of the term of the current government administration. For jurisdictions without elections, the action plan period can correspond to the period of the existing government's medium-term strategy or the jurisdiction can select a period between one to four years.

The action plan is composed of:

- A summary of the **Local Open Government Strategy**, which outlines the long-term vision and principles for opening government and the objectives the jurisdiction plans to achieve during the action plan period. In addition, it must describe the mechanisms for engaging non-governmental stakeholders during the action plan period as well as the independent Monitoring Body. The Local Open Government Strategy can be newly developed or be a revision of an existing strategy.
- The first five **commitments** which are concrete, measurable actions that seek to implement the Local Open Government Strategy. All commitments must be developed through a process of co-creation and independently evaluated by the Monitoring Body once they are fully implemented.
- Action plans can have up to five commitments for single jurisdictions or up to 12 commitments for joint action plans at any moment in time. Once a commitment is completely implemented it must be assessed and a new commitment can be co-created and included in the action plan as long as it can be fully implemented within the remaining action plan period.
- Action plans must be submitted to the OGP Support Unit in English in order to ensure that people from local jurisdictions across borders can learn about the open government reforms.

Once the action plan has been concluded, OGP Local members will have up to four (4) months between the end of one action plan and submission of the next. During this period the member must co-create the new Local Open Government Strategy and initial commitments. At this time a government can submit an updated Letter of Support.

The action plan must be submitted online through the OGP website.

Changes to commitments can be made within six months after the submission. Any changes to a commitment must be consulted and approved with the non-governmental stakeholders involved in the co-creation process, and any agreed changes must be communicated to the OGP Local Team.



# Monitoring and Evaluation

Local members must select a **Monitoring Body that will carry out an assessment** of the action plan. The monitoring body must be any independent party that is suitable for the local context (e.g. a research or academic institution). The body must also be endorsed by the local non-governmental stakeholders taking part of the OGP process.

The monitoring mechanism will have to submit the following assessments:

- **Inception Assessment:** assesses the co-creation process as well as the quality of the design of the first commitments. It is due two (2) months after the action plan is submitted.
- **End-of-commitment Assessment:** which appraises the results of each individual commitment at the time it is fully implemented. It must be submitted one (1) month after the implementation of a commitment.
- **Final Learning Exercise:** is a reflection of the action plan process and results at the end of an action plan. The exercise will result in a report which documents the lessons learned as well as concrete recommendations and steps to adopt them. It must be carried out and submitted online two (2) months after the end of the action plan.

In addition, the Local POC will be required to provide quarterly updates on the progress of their commitments through an **online tracker** on the OGP Local site.

# Minimum Requirements

In order to ensure that the required level of participation is achieved, the following minimum requirements will be assessed:

1. **Forum:** The local government, with the support of non-governmental stakeholders, must have a space for participation in the development of and the review of the action plan.
2. **Regularity:** The local government, with the support of non-governmental stakeholders, must hold at least one meeting with civil society and non-governmental stakeholders during the co-creation of the action plan and two meetings per year on implementation of the action plan.
3. **Multi-stakeholder:** The local government, with the support of non-governmental stakeholders, must include both governmental and non-governmental representatives in the space for co-creation.
4. **Endorsement:** Non-governmental stakeholders must endorse the final action plan. The government must submit, as part of the action plan, the list of names of the non-governmental stakeholders who endorse the final action plan.



# Inactivity and Acting Contrary to Process

The status of inactive will be applied to a Local member if:

- an action plan is not submitted by new members by the stated deadline by the Support Unit and no extension has been requested [and granted];
- no action plan is submitted by existing members within four months of the end of the previous plan;
- the online tracker shows no progress in any of the commitments in two consecutive quarters; or
- the online tracker is not updated in two consecutive quarters.

Local members can request to be voluntarily placed as inactive without detriment to their membership in case of unforeseeable events.

The status of active member will be conferred back once the OGP Local member begins the co-creation process or progresses in the implementation of commitments.

Local members participation will be considered acting contrary to process and placed in **probation**, if it fails to:

- resume activities after six consecutive months of conference of inactivity status;
- show evidence of engagement with non-governmental stakeholders in the co-creation and implementation of the action plan

Active status can be regained immediately upon meeting requirements. If after four months the member has not met the requirements their membership will be revoked. The status of every OGP Local member will be displayed on the OGP Local webpage.





**Figure 1 - Local Action Plan Cycle and Calendar (Three-year action plan example)**

	Year 1												Year 2												Year 3											
Activity	←-----Period of the Government Administration -----→																																			
	Join OGP Local or ↓ Start of a new government term																																			
	End of action plan ↓																																			
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Orientation (new members)	█																																			
Local Open Gov Strategy co-creation & 5 initial commitments	█																																			
Inception Report					█																															
Commitment 1 implementation					█																															
End-of-commitment 1 assessment												█																								
Commitment 2 implementation					█																															
End-of-commitment 2 assessment																								█												
Commitment 3 implementation												█																								
End-of-commitment 3 assessment																														█						
Final Learning Exercise																															█					