01/01/2023

Final Self Assessment Report Open Government Partnership

Local Action Plan

El Kef Municipality

Submission:

In the context of establishing a new approach to managing public affairs at the local level, the Municipality of Kef has developed an action plan within the framework of an open partnership with the participation of citizens, associations, specialists, and the media to improve Municipal performance.

This initiative aims primarily to ensure the serious commitment of the municipality of El Kef within the open government to a set of principles that are primarily based on enhancing transparency, accountability, and fighting corruption, in addition to increasing citizen participation through the use of information and communication technologies, thus improving the quality of citizens' lives and their relationships.

This plan includes 17 commitments, 4 of which have been internationally ratified and included in the OGP Local action plan. These pledges aimed at enhancing integrity and supporting the administration's participation and modernization, thus contributing to improving the municipality's public services in coordination with civil society at all stages. Whether this is related to preparation and implementation or monitoring and evaluation. It will also intervene during the local action plan to support the programmed achievements in this regard. The most important thing is the digitization of the municipality.

Section 1. Local Context

The open government program in the municipality of Kef ensures improved efficiency and accountability and the development of a new, principles-based approach that allows citizens to understand municipal work by establishing transparency and ensuring trust between them and officials and subjecting the work of the council and municipal administration to automatic oversight by citizens and civil society.

Section 2: Process of co-creating the business plan

Work began by forming the 5+5 leadership committee with a composition represented by the municipal council in the person of the mayor and the municipal administration, with a number of 4 employees in categories A1 and A2, and 5 civil society associations, following the call for competition and informing the public of submitting their candidacy to join this committee.

On January 28, 2021, a partnership agreement was concluded between the Municipality of El Kef and the National Democratic Institute. It revolves around organizing training

courses for the benefit of members of the municipal council, municipal employees, and civil society concerned with the open governance program.

A series of meetings were held for the leadership committee that was organized in the process of joint creation to implement the aforementioned work plan, which resulted in the presentation of the initial report on its work, which included the percentage of implementation of the pledges included within the Kef Municipality program, in addition to identifying priorities, difficulties, and sources of funding.

2.1 Review the co-creation process:

The work plan was prepared following the general directions and principles included in the guide for preparing the work plan for the Open Government Partnership. Since the beginning of the preparation of this plan, an expanded participatory approach has been devoted to citizens, various intervening parties, components of civil society, and the private sector, in addition to the academic sector and most other sectors, in order to obtain ideas and proposals on how to make government work more efficient, transparent and accountable.

It is worth noting that in the context of this participatory approach, an extensive consultation was organized in addition to adopting various mechanisms to ensure broad participation including:

- The Council and the Municipal Office took over the process of joining the Open Government Partnership Project and invited various segments of society to actively participate in this strategic plan for the Municipality of El Kef.
- Organizing various meetings with Local structures to present the Open Government Partnership initiative and sensitize public officials to the importance of participating in this process. These forums were distinguished by the presence of representatives of civil society and non-governmental organizations.
- Organizing information days at the Local level, in person, and through the social media network. In partnership with civil society, the Open Government Partnership Initiative was introduced, and attendees were made aware of the importance of engaging in this path.
- The announcement about the launching of a consultation via the official website of the municipality of El Kef.

In the same context, a communication plan was prepared during the consultation period to ensure broader participation and to introduce the concepts of open government. On

a practical level, many available communication channels were used, such as organizing seminars and press conferences in addition to social networking.

As a result of this participatory approach, a proposal was compiled. Through approved consultation mechanisms, a working group has been formed consisting of representatives of civil society and representatives of the administration to study and sort out these proposals that fulfilled certain evaluation criteria, which are:

- ✓ Specific: Describes the current situation and the problems that can be solved:
    - – it includes the specific activities to be carried out,
    - – describes the results expected to be obtained by implementing the commitment.
- ✓ Measurable: The pledge can be divided into specific time stages to verify the extent of progress in its completion.
- ✓ Answrable: The party responsible for implementing the pledge and the intervening parties can be determined
- ✓ Related to open government principles (Relevant): Related to implementing one of the basic themes or challenges related to open government, which is transparency, accountability, and participation.
- ✓ Determine the duration of completion (Time-Bound): A pledge that can be implemented in two years, and a clear calendar for achievement over the two years can be set, and divided into precise stages.
- ✓ Potential Impact: Assess the change expected from implementing the pledge.

Note that the final result of this participatory reform approach was the preparation of the final version of the action plan which included 17 commitments (out of which 4 were prioritized for the OGP Local action plan).

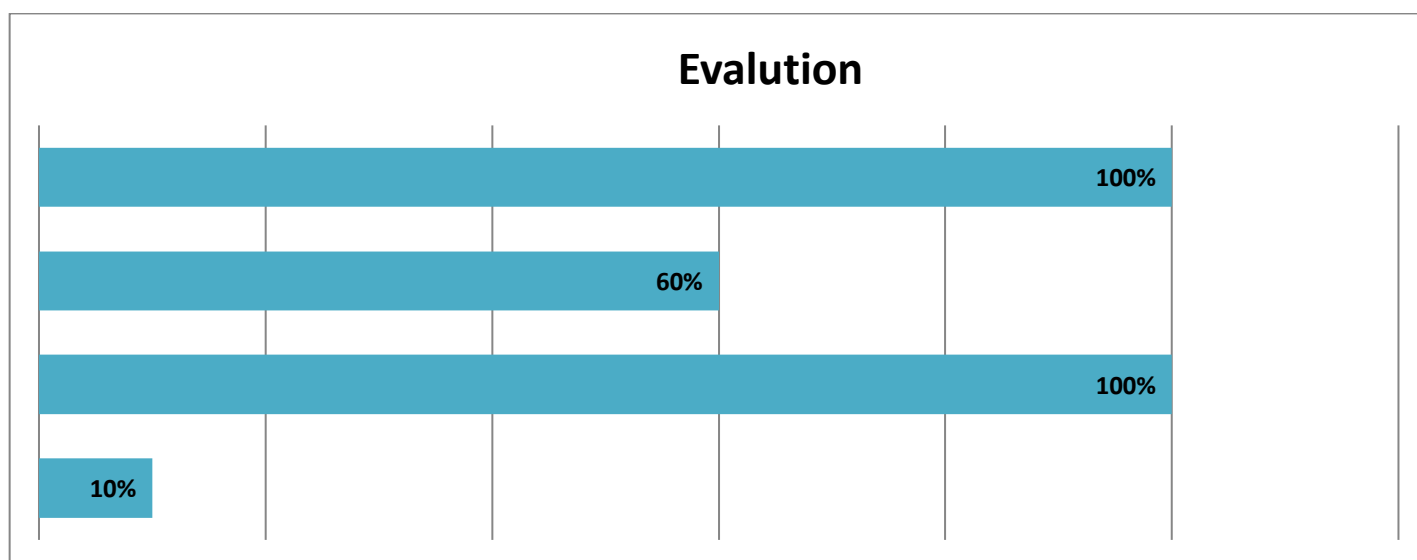## 2.2. Recommendations for the co-creation process:

The participatory approach adopted by the Municipality of Kef in its Open Government Partnership Program resulted in the preparation of an action plan that clearly reflected the priorities and projects that the municipality could invest in within two years. In this context, a project document was prepared for each pledge included in this plan, containing details and information about the structure responsible for implementation and information about the point of contact to enhance the involvement of citizens and various concerned parties in following up on the implementation of the pledge and to facilitate obtaining information when necessary.

Monthly meetings were organized by the leadership committee, to follow the pace of fulfilling pledges and identify and review the priorities for implementing this plan, in coordination with all intervening parties.

Section 3: Business Plan Commitments:

3.1. Review the implementation of commitments:

Number	Commitments	Evaluation
1	Digitizing the archive and open it to the public within the limits permitted by law	10%
2	The creation of digitalized citizen space	100%
3	Adopting the internal audit system to ensure transparency of conduct and management	60%
4	Launching of a website that deals with women's concerns and interests	100%

Evalution

100%

60%

100%

10%

3.2. Participation recommendations :

Number	Commitment	Recommendations
1	Digitizing the archive and open it to the public within the limits permitted by law.(*)	- Supporting the current human framework and forming an integrated work team in addition to the technician specialized in the purpose. - Linking to a municipality Bourg-en-Bresse to set up a business plan.

		- Work to allocate halls and warehouses dedicated to archival preservation to implement the preservation and digitization plan, in addition to the currently programmed spaces. - Preparing a technical study to implement the archive rehabilitation project and purchasing the necessary equipment and supplies for this purpose. - Ensuring the provision of a specialized framework, supplies and equipment in the event of dealing with rare and old documents. - The commitment of all municipal departments to a unified plan to implement the provisions for processing administrative documents and archives. - Preparing an integrated plan regarding working with the archive. - Establishing a framework for dealing with regional and national administrations regarding the processing of archive documents. - Developing an integrated set of conditions that defines the legal framework for processing documents, books, manuscripts, and other preserves of artistic memory, heritage, and others. - How to open the archive, the types of documents that can be used, and their technical controls (format, size, type, document, content , supports...). - Media systems (what they are, which ones are approved, their technical specifications, legal framework...). - Take the prior opinion of the National Informatics Safety Agency ANSI. - A timetable for implementing the rehabilitation works and purchasing equipment. - Presenting all specifications for preparation, equipment, digitization or exploitation to the attention of the municipal council. - Seek help from others

2	The creation of digitalized citizen space (*)	- Activate "Citizen Space ID". - System ownership. - Determine the legal and technical framework for managing the "Baladiti" system. - The database and responsibility for maintaining it. - Responsibility for maintaining and storing personal data. - Redouble the effort in introducing and publicizing the system. - Work on setting a national communication plan regarding citizen space services. - Connecting the system to the Internet directly or through the municipality's website. - Consider developing a mobile app for the purpose. - Exploiting and developing the correspondence service via electronic mail. - Providing short message service sms. - Consider providing a special telephone line for citizen space (green number) - Recent statistics. - Linking with all departments in my municipality system and providing special representative equipment scanner. - Developing the system in a way that reduces the number of windows used before approving any process.
3	Adopting the internal audit system to ensure transparency of conduct and management (*)	- Training the employees of the internal audit and monitoring unit in the municipality. - Strengthening current capabilities to focus this system. - Accompanying and following up on the implementation of the system focus - Add a risk assessment table ERM
4	Launching of a website that deals with women's concerns and interests (*)	- Place the Jusoor Association computer in the citizen space and employ help to exploit the site in the desired manner. - Work to secure the site

		- Site update - Make sure to make the site public - Make sure to add the following titles, references, and content: - <u>Poverty</u> - <u>Civil society</u> - <u>Unions</u> - <u>Economic situation</u> - <u>Protection of women</u> - <u>woman's job</u> - <u>Women's participation</u> - <u>Statistical data</u> - Social media (facebook, tweeter, youtube...) - Interactive content (tapes, documentaries, books...) - Forum - Digital library
5	Events of citizenship committees.	- Set reference conditions - Adjusting the work plan of these committees through the proposals of their members. - Adopting a method for selecting members that results from the neighborhood committees themselves.
6	Events of a municipal youth council.	- Re-inviting those wishing to join the Municipal Youth Council at a later time. - Controlling the structure and contents in coordination with the candidates themselves. - Contribution of the Open Government Leadership Committee to drafting proposals - Coordination with an organizationIWATCH to enjoy similar experiences. - Coordinating with the Scouts regarding the events of this council.
7	Creating a dynamic website for the municipality and publishing the data stipulated in Basic Law No	- The municipality of Kef submits an application to an organization IWATCH intends to create a new website for the Kef municipality. - Regulatory approval IWA TCH on this joint venture.

	22 of 2016 dated March 24, 2016	- In the coming days, the implementation calendar for this project will be set in coordination with the National Democratic Institute.

Conclusion and future steps

The final self-assessment report primarily reviews the progress made in implementing the Open Government Partnership Action Plan. It also aims to present the Steering Committee's viewpoint and vision for this program at the national level, in addition to the various results achieved until the end of the plan's implementation deadlines.

This report also highlights the main problems and challenges that have prevented the achievement of all commitments in general. In this context, organizational challenges are among the most important points that should be focused on in future plans to strengthen leadership capabilities.

In addition, change management and the involvement of all social segments, organizations, and government structures are essential factors for the successful implementation of this action plan. It is necessary to work on strengthening awareness and sensitization by relying on various available means to emphasize the importance of this program and the importance of the effective role of the objective participation of all parties in implementing the action plan.

It is also worth noting that the lack of material, financial, and human resources has led in some cases to the failure to complete many commitments. The issue must be given utmost importance in future work plans by studying and planning sufficient resources to implement projects and programs that will be included, such as the "digitization of archives" pledge. Finally, it is worth noting the importance of strengthening communication mechanisms with the various groups concerned with this program to disseminate the various concepts related to it and sensitize the various parties to the need to engage and participate. It is worth noting that the government is currently working on developing a communication plan for the Open Government Partnership Program in Tunisia. This requires developing appropriate mechanisms to benefit from this project and its results and outputs in order to reach the general public in order to expand the scope of the concerned group, by involving all stakeholders, whether governmental or non-governmental, in addition to activating the participation of the parties present in the Open Government Partnership Program.