

## Memorandum: Four Year Action Plan Refresh Process

In response to stakeholder feedback and community needs, OGP introduced a significant innovation to the action plan model in 2022. The Steering Committee approved the option for countries to develop four-year action plans (4yAPs). This extended timeframe empowers members to tackle ambitious reforms that require longer implementation cycles. The 4yAP structure includes a refresh period, allowing countries to update their plans based on the first two years of implementation, the findings from the IRM's first assessment of the action plan, and any unforeseen contextual changes. As a result of this refresh process, countries may update, modify or add new commitments that address current realities and needs, or support the implementation of other commitments.

This memorandum outlines the 4yAP refresh process, including the rules, minimum requirements, and basic guidance. Additionally, it details the elements the Independent Reporting Mechanism (IRM) will assess during the mandatory midterm assessment of all 4yAPs.

### Objective

This refresh process gives countries the opportunity to update their action plan based on current realities and stakeholder priorities. It can result in an updated action plan with modified or new commitments.

### Refresh Process Steps

The [OGP Participation and Co-creation Standards](#), include the general expectations and rules to follow for conducting the refresh process:

*“The countries that select the four-year option will have to schedule a mandatory refresh period at the two-year mark. The refresh period will be outlined in the new co-creation and participation Standards and will consist of a shortened version of the co-creation process that allows for updating, modifying or including commitments. The minimum requirements for the refresh period are 3.1 and 4.1 and will be assessed by the IRM.”*

To carry out a shortened version of the co-creation process to allow updating, modifying or adding commitments to the action plan, countries are encouraged to take the following steps:

1. Assess action plan progress:
  - The Multi-Stakeholder Forum/Platform (MSF/P), or the government if no MSF/P exists, reviews the implementation of the current action plan.
  - This review assesses progress, identifies any gaps or challenges, and considers the impact of contextual factors on the plan.



- The review also considers the [IRM's Action Plan Review](#) and addresses its recommendations.
  - The review should also consider the [Open Gov Challenge](#) for opportunities to either submit existing commitments or add new ones as part of the challenge.
2. Conduct public outreach and collect feedback:
    - The MSF/P or government will share the review results with the public.
    - The MSF/P or government will conduct awareness raising activities so the public can have the opportunity to provide comments.
    - This includes opportunities for public comment and suggestions on improving implementation, modifying commitments, or proposing new ones.
  3. Review the action plan and respond to feedback:
    - Based on stakeholder and expert input, the MSF/P revises the action plan. This may involve modifying existing commitments (e.g., adding activities or milestones) or incorporating entirely new ones.
    - Stakeholders receive feedback on how their contributions influenced the revised plan, along with a reasoned response to suggestions not included.
  4. Publish and deliver the revised action plan:
    - The product of the refresh process should be published either as a revised action plan or as an annex to the original action plan. The responses to feedback should be published alongside it.
    - The refreshed plan, detailing the refresh period and all changes, is delivered to the Support Unit within six months of the two-year mark.
    - While countries may choose not to update, modify or add commitments to the action plan as a result of the refresh process, they are still expected to provide details of the process and evidence of having met the minimum requirements.

## Timeline

Countries are expected to comply with the following timeline:

- 4yAP delivered during the June window should begin the refresh process in June two years after AP delivery and complete it no later than December 31st of the same year.
- 4yAP delivered during the December window should begin the refresh process in December two years after AP delivery and complete it no later than June 30 of the next year.

## Participation & Co-creation Standards and Minimum Requirements

To ensure transparency and participation throughout the refresh process and during the implementation of the action plan, countries must meet the following minimum requirements of the [OGP Participation and Co-Creation Standards](#) during the process:



1.1	<i>A space for ongoing dialogue with participation from both government and civil society members, and other non-governmental representatives as appropriate that meets regularly (at least every six months) is established. Its basic rules on participation are public (throughout).</i>
2.1	<i>A public OGP website dedicated to the members participation in OGP is maintained.</i>
2.2	<i>A publicly available document repository on the OGP online site which provides access to documents related to the OGP process, including, at a minimum, information and evidence of the co-creation process and of the implementation of commitments is maintained and regularly updated (at least twice a year).</i>
3.1	<i>The MSF where established, or the government where there is no MSF, publishes on the OGP website/webpage the co-creation timeline and overview of the opportunities for stakeholders to participate at least two weeks before the start of the action plan refresh process.</i>
4.1	<i>The MSF where established, or the government where there is no MSF, documents and reports back or publishes written feedback to stakeholders on how their contributions were considered during the refresh of the action plan.</i>
5.1	<i>The MSF where established, or the government where there is no MSF, holds at least two meetings every year with civil society to present results on the implementation of the action plan and collect comments.</i>

## **IRM Assessment**

The IRM will produce a midterm assessment which will look into two main elements:

1. Refresh process and revised plan:
  - a. The IRM will assess compliance with minimum requirements 3.1 and 4.1 during the refresh process.
  - b. The IRM will assess the design of all new or significantly amended commitments in the country's refreshed action plan. This includes the commitments' verifiability, relevance and potential for results.
2. Action plan implementation progress at the midpoint:
  - a. The IRM will provide an overview of the implementation status of the action plan at the midpoint. It will be based on information readily available in the country's OGP repository. This is not an assessment of completion or early results, which the IRM will carry out in the Results Report at the end of the action plan implementation period.



- b. The IRM will review the country's alignment with the minimum requirements under the [OGP Participation and Co-Creation Standards](#) at the midpoint. These include all minimum requirements expected to be met throughout the action plan cycle or specifically during implementation. They are: 1.1, 2.1, 2.2, and 5.1.

With the roll-out of new rules on the refresh process in 2023, action plans submitted before January 1, 2024, fall under a grace period. Consequently, while the IRM assessment will determine compliance with minimum requirements, it will not affect the countries' formal standing with OGP rules and standards. Therefore, these countries will not be considered acting contrary to OGP processes if the minimum requirements are not met during this period.

For 4yAPs that are submitted after January 1, 2024<sup>1</sup>, compliance with all the minimum requirements will be expected in all the assessments. Failure to do so will result in the country being found to have acted contrary to process and could lead to being placed under procedural review. Conversely, countries under review can exit the process by demonstrating fulfillment of minimum requirements in any phase.

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<sup>1</sup> Excluding the ones delivered within the December 2023 window.

