

## Key Responsibilities of an OGP Point of Contact (POC)

Government POCs are key actors in the OGP process. They are responsible for leading, coordinating, and supporting the OGP process in their country, and serve as the primary contact point within their national government for OGP. This person is a working-level counterpart to a ministerial-level representative. Each POC is assigned a counterpart in the Support Unit to assist throughout participation in OGP.

The bolded list below shows the key areas of responsibilities, further elaborated by sub-bullet points. Responsibilities that relate to the [OGP Participation and Co-Creation Standards](#) are referenced. For information on a country's participation in OGP more generally, please consult the [OGP National Handbook](#).

### Key Duties of a National POC

#### **Coordinate and manage the national OGP process in line with OGP rules and the Participation and Co-Creation Standards**

- Set up and manage a multi-stakeholder forum or platform (MSF) in cooperation with civil society and other government actors (Standard 1).
- Set up an OGP website and a document repository, and ensure their regular upkeep (Standard 2).
- Set up and manage the co-creation and development of an action plan, provide a reasoned response to stakeholder input, and ensure its timely submission to the OGP Support Unit (Standards 3 & 4).
- Sustain engagement with stakeholders during the implementation of the action plan, ensuring ongoing monitoring, communication, and assessment activities (Standard 5).



### Additional Duties of a National POC

#### Sustain government coordination

- Coordinate with other government agencies, and other branches and levels of government involved with the OGP process or broader open government initiatives (e.g. parliaments, judiciaries, autonomous institutions, local governments).
- Engage with senior government officials and high-level political representatives, including ministers and heads of government/state, to develop political support for OGP and open government reforms.
- Raise awareness about open government and OGP more broadly across government.

#### Sustain stakeholder engagement

- Engage with civil society and other stakeholders (including donors, development partners, private sector, academia etc.) on an ongoing basis, including through the MSF.
- Organize public awareness activities to increase understanding of open government and OGP and to foster broader engagement.
- Organize capacity-building initiatives and training sessions to equip stakeholders with the skills needed to participate effectively in the OGP process.

#### Participate in peer exchange activities

- Participate in peer exchange activities by participating in dedicated events, providing support to other OGP members, or requesting opportunities for collaboration and learning via the OGP Support Unit.

#### Engage with the OGP Support Unit

- Liaise and collaborate with the OGP Support Unit on an ongoing basis.
- OGP POCs may work with the Support Unit to receive assistance in the action plan development process, assess available resources, identify international best practices for national application, and help connect with other OGP members working on similar issues.

#### Engage with the [Independent Reporting Mechanism \(IRM\)](#)

- Act as key contact point for the IRM team and researchers, upholding communications, providing information and contacts related to OGP in the country, and offering comments during the review process of IRM reports.
- Assist and facilitate the use of IRM reports to identify and address areas for improvement, encouraging adoption of IRM recommendations among OGP stakeholders in the country.
- Coordinate the 21-day pre-publication review and 14-day public comment periods, gathering relevant feedback from across government and facilitating timely and accurate input for the IRM team.
- Engage with the IRM team and researchers in the uptake and dissemination of IRM findings, such as by participating in IRM events and collaborating to secure high-level participation.

### **Participate in global and regional OGP events**

- Participate in OGP events.
- Coordinate broader government participation at OGP events, particularly from senior government officials and high-level political representatives.
- Inform the MSF and broader civil society about the opportunity to participate in OGP events.

### **Coordinate administration related to OGP participation**

- Coordinate the annual payment of the government's [financial contribution](#) to OGP.
- Process official communication and letters.
- Keep the OGP Support Unit updated of any personnel or structural changes.