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## **Action Plan Template<sup>1</sup>**

*Country name*

*National Action Plan 201X-201X*

### 1. INTRODUCTION

Briefly explain the national and local context by discussing why open government efforts are important for the country. This section should also outline the governance reform priorities for the country and identify the major social, political, or economic issues that the country intends to address through its OGP National Action Plan, along with a justification.

### 2. OPEN GOVERNMENT EFFORTS TO DATE

Provide a brief narrative of key open government initiatives and accomplishments to date, particularly those that reflect collaboration with civil society and how they relate to the co-created commitments. This section should explain how the new action plan builds on previous OGP action plans (if relevant) and related efforts to strengthen open government reforms.

### 3. NAP DEVELOPMENT PROCESS

Describe the NAP development process, highlighting how you collaborated with civil society and other stakeholders. Please consider the requirements outlined in the Participation and Co-creation Standards and Sections 3, 4 and 5 of this manual.

### 4. COMMITMENTS

You must use the following template for each commitment in your action plan.

<sup>1</sup> This section includes the main components of an action plan. Each country can modify the format and add any sections they desire. However we strongly suggest to at least include the information in this template.

An editable version of this template is available [here](#).

Commitment Template	
Name and number of the commitment	
Commitment Start and End Date (E.g. 30 June 2015 - 30 June 2017)	
Lead implementing agency/actor	
Commitment description	
What is the public problem that the commitment will address?	<ul style="list-style-type: none"> <li>Describe the social, economic, political, or environmental problem addressed by the commitment. When available include baseline data and contextual facts.</li> </ul>
What is the commitment?	<ul style="list-style-type: none"> <li>Describe what the commitment entails, its expected results and overall objective.</li> </ul>
How will the commitment contribute to solve the public problem?	<ul style="list-style-type: none"> <li>Describe how the commitment will contribute to solve the problem or change government practice towards tackling the problem.</li> </ul> <p><i>Tip: In order to do this, explain how will the commitment be implemented. You should provide a clear description of how the milestones listed below will achieve what the commitment sets out to do and obtain the expected results that will contribute to solving the problem.</i></p>
Why is this commitment relevant to OGP values?	<p>Consider the following questions:</p> <ul style="list-style-type: none"> <li>Is the commitment disclosing more information, improving quality of the information disclosed, improving accessibility of information to the public or enabling the right to information? If so, the commitment is relevant to transparency.</li> <li>Is the commitment creating or improving opportunities or capabilities for the public to inform or influence decisions? Is the commitment creating or improving the enabling environment for civil society in the country? If so, the commitment is relevant to civic participation</li> <li>Is the commitment creating or improving rules, regulations, and mechanisms to publicly hold government officials answerable to their actions? If so, the commitment is relevant to public accountability</li> </ul> <p>Once you have reviewed the questions, provide information in line with the response on how the commitment is relevant to the values outlined above.</p>

Commitment Template (Continued)

Additional information	<p>Use this optional space to provide other useful information, for example:</p> <ul style="list-style-type: none"> <li>• Commitment budget</li> <li>• Link to other government programs</li> <li>• Link to other relevant plans, such as a National Development Plan or an National Anti-Corruption Strategy</li> <li>• Link to Sustainable Development Goals.</li> </ul>
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Milestone Activity with a verifiable deliverable	Start Date	End Date

Contact Information	
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Name of responsible person from implementing agency	
Title, Department	
Email and Phone	
Other Actors Involved, State actors involved	
CSOs, private sector, multilaterals, working groups	