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## Self-Assessment Report Template<sup>2</sup>

Country name

### Midterm (or End-of-Term) Self-Assessment Report National Action Plan 201X-201X

#### 1. Introduction and Background

Briefly explain the national and local context by discussing why open government efforts are important for the country. This section should reflect upon how the National Action Plan and other governance initiatives are contributing to address major social, political, or economic issues that the country.

It should also explain how the country's OGP commitments are relevant to the core open government values (transparency, accountability, public participation, and technology and innovation for openness and accountability)

#### 2. National Action Plan Process

##### A. Participation and co-creation throughout the OGP cycle

Provide a narrative of the government's approach to participation throughout the OGP cycle, and report against the relevant requirements outlined in the Participation and Co-Creation Standards. For this review, consult sections 3, 4, 5 and 6 of this manual.

##### B. Participation and co-creation when developing the National Action Plan

Provide a narrative of the government's approach to participation during NAP development, and report against the relevant requirements outlined in the Participation and Co-Creation Standards (sections 4 and 5).

##### C. Participation and co-creation when implementing, monitoring, and reporting a National Action Plan

Provide a narrative of the government's approach to participation during implementation, and report against the relevant requirements outlined in the Participation and Co-creation Standards (section 4 and 6).

#### 3. IRM Recommendations

Briefly explain how the five key recommendations from the latest IRM report were used to improve the process of NAP drafting and implementation in this NAP cycle.

#### 4. Implementation of National Action Plan Commitments

Provide a complete description of the commitment implementation process, conditions, problems, etc. This may include a summary table of the progress and results on all the commitments. Any information on modifications or updates on the commitments should be included here. Additionally, for each commitment write a brief explanation of the commitment and the main results achieved.

#### 5. Progress on Eligibility Criteria (optional)

Governments that have voluntarily taken steps to improve their performance on the OGP eligibility criteria as part of their NAP should identify those actions and outcomes.

#### 6. Peer Exchange and Learning

Briefly describe involvement in peer exchange and learning activities. For example, please describe the nature and outcome of activities where you provided assistance to other countries or if you received assistance during action plan development and implementation.

#### 7. Conclusion, Other initiatives, and Next Steps

**A. Lessons learned:** What were overall lessons learned and challenges encountered with respect to the action plan development and implementation?

**B. Other initiatives (optional):** Report on any other national initiatives or reforms undertaken to advance OGP values that were not included in the National Action Plan.

**C. Next steps:** What are next steps with regard to OGP generally?

**D. Conclusion:** Report on the positive impact of the activities and related outcomes with respect to each commitment; this could include a broader assessment that may detail actions taken outside the action plan itself, such as political/electoral developments, cultural changes, and plans for the future.

<sup>2</sup> This section includes the required elements of a Self-Assessment report. Each country can modify the format and add sections if they wish, but all of the information in the template should be included.

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?	Describe the social, economic, political, or environmental problem addressed by the commitment. When available include baseline data and contextual facts. <i>Tip: use the information contained in your NAP. If something changed, please flag it.</i>
What is the commitment?	Describe what the commitment entails, its expected results and overall objective. <i>Tip: use the information contained in your NAP. If something changed, please flag it.</i>
How will the commitment contribute to solve the public problem?	Describe how the commitment will contribute to solve the problem or change government practice towards tackling the problem. <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> <i>Tip: use the information contained in your NAP. If something changed, please flag it.</i>
Why is this commitment relevant to OGP values?	Consider the following questions: <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> <i>Tip: use the information contained in your NAP. If something changed, please flag it.</i>

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> <p><i>Tip: use the information contained in your NAP. If something changed, please flag it.</i></p>			
Completion Level	Not Started	Limited	Substantial	Completed
Description of the results	<p>Include specific activities within the reporting period (first or second year of the action plan) and, wherever possible, please indicate whether there has been evidence of members of the public using the commitment or whether the commitment has had an effect.</p>			
Next steps				
Milestone Status	Start Date	End Date	Completion Level	
Contact Information				
Lead implementing agency				
Persons responsible from implementing agency				
Title, Department				
Email and Phone				
Other Actors Involved, State actors involved Government Ministries, Department/Agency CSOs, private sector, multilaterals, working groups				
Additional Information				