

## OGP CALENDAR GUIDANCE NOTE

This document outlines the long-term calendar for all Open Government Partnership (OGP) participating countries. The Support Unit, based on rules issued by the OGP Steering Committee, is providing governments and civil society with this information so they can plan accordingly and avoid future delays. This calendar includes three key features:

i A two-year action plan cycle with continuous implementation ii Grouping countries into odd and even years iii Rules regarding delays



# i Two-year action plan cycle with continuous implementation.

From 2014, OGP participating countries are adopting to a two-year National Action Plan (NAP) calendar cycle, in which there are no gaps between the end of the last action plan and the beginning of the new one. This means every country will be implementing a NAP at all times, although individual commitments still vary in length.

In order to achieve this, countries will draft their new NAPs during the last six months of implementation of the previous NAP. The OGP Support Unit, including the Civil Society Engagement Team, and Independent Reporting Mechanism (IRM) will work closely with countries during this important time to provide support and guidance. Please see Section 3 for rules regarding delays.

This shift to a two-year cycle also affects the timing of the government self-assessment report and "IRM Progress Reports". From now on, governments will need to complete two self-assessment reports for each action plan: one after the first year of implementation, and one upon completion of the two-year cycle. The first year self-assessment should focus on the NAP drafting process, while the second year should focus on the final results of the reforms completed in the NAP. Please refer to the OGP "Self-Assessment Report Guidance Note" for more information.

The Independent Reporting Mechanism (IRM) will also produce two reports during the two-year action plan cycle. The IRM will deliver the first progress report by the January of the second year of implementation (18 months into the two-year cycle). This progress report includes an analysis of the action plan, the action plan drafting process and progress in implementing commitments as of the mid-point of the two-year cycle. A key objective of this report is to recommend areas for improvement before countries publish their next action plan. The second "End of Term IRM Report" will focus on the final results achieved in the second year of NAP implementation.



## **Description of Activities**

For each action plan cycle, there are six different activities that happen in parallel or in a series of sequential steps. The due dates for each activity vary according to whether a country is in the Even or Odd Year grouping.

ACTIVITY	LEAD ACTOR	DURATION	DESCRIPTION
Draft NAP	Government (Co-created with Civil Society)	6 months	Co-creation of the NAP with civil society. New NAPs are developed during the last six months of implementation of an ongoing NAP.
Implement NAP	Government	24 months	Implementation of the NAP over a two year period. Throughout the implementation period, governments are expected to conduct periodic consultations with civil society to share progress and updates.
Develop and Publish Midterm Self-Assessment	Government	3 months	Development of the midterm self-assessment report that focuses on the consultation process, relevance and ambitiousness of the commitments, and progress to date. This includes a two-week consultation period as stipulated in OGP Guidelines.
Develop and Publish IRM Progress Report	IRM	5 months	The IRM prepares its main evaluation on the NAP, which focuses on the consultation process, relevance and ambitiousness of the commitments, and advances to date. This report will be available in time for the development of the next NAP.
Develop and Publish NAP Final Self-Assessment	Government	3 months	Government presents the final self-assessment of their completed action plan, which focuses on final results and lessons learned. This document is produced after a two-week public consultation period and in parallel with the start of implementation of a new NAP.
Develop and Publish IRM NAP End of Term Report	IRM	2 months	The IRM prepares an "end of term report," which will focus on the commitments that have advanced since the publication of the main progress report.

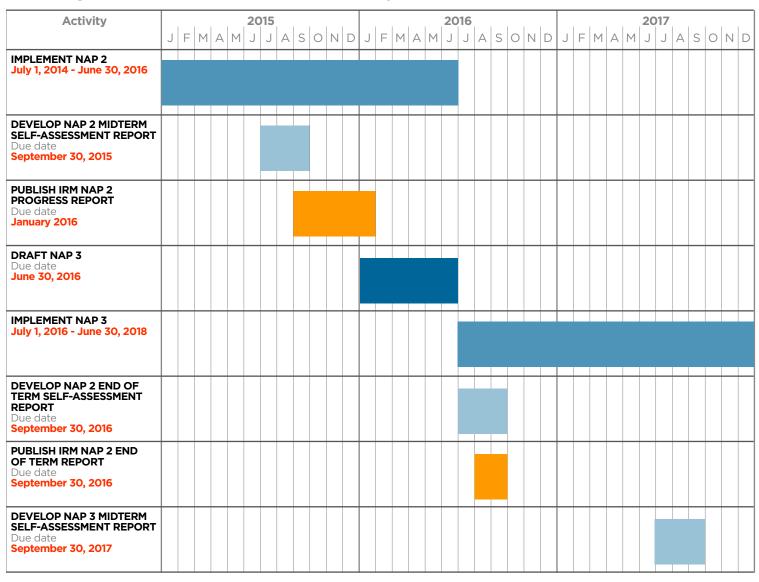


## ii Grouping countries into odd and even years.

All OGP participating countries will join an even or odd year grouping. Even year countries deliver new NAPs in even years and odd year countries deliver new NAPs in odd years. This replaces the previous "cohort" system. The complete list of Odd and Even Year countries is available on page 6 of this document.

#### **Even years**

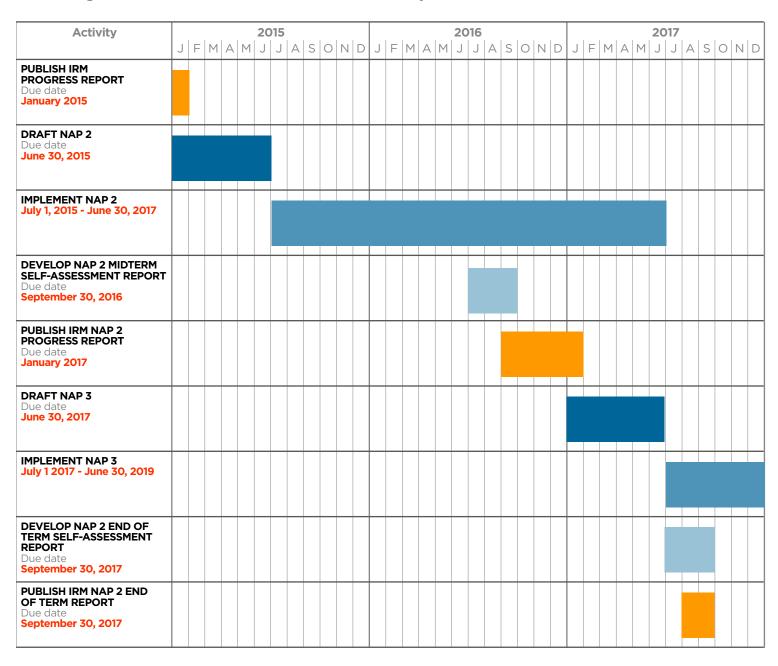
The following chart describes how the calendar will work for even year countries:





## **Odd years**

The following chart describes how the new calendar will work for odd year countries:



#### FROM COMMITMENT TO ACTION



## iii Rules regarding delays:

- 1. Countries should deliver their NAP and Self-Assessment Reports on time. This calendar provides advance notice on all due dates in order to avoid future delays. In order to take full advantage of economies of scale, and to ensure transparency in operations so all OGP countries are treated fairly, the IRM will not modify or rearrange any of their product deadlines to accommodate delays from countries. NAPs and Self-Assessment Reports will be considered delivered when they are uploaded to the OGP website.
- 2. If a country submits their NAP or Self-Assessment Report late, the delay will be noted in the IRM report.
- 3. If a country delivers its new NAP more than four months late, the IRM will document this and, working with the Support Unit, will refer the case to the Criteria and Standards Subcommittee of the OGP Steering Committee. The country will receive a letter from the Support Unit noting this occurrence. The same rules apply to the late submission of the self-assessment reports.
- 4. If a country delivers its new NAP late but within six months of the deadline, the calendar end date for the NAP will not change, but, as a result, the amount of time for implementation of the commitments will be reduced. All NAPs should cover a period of implementation of a minimum of 18 months, although individual commitments may be of any length.
- 5. If a country is more than six months late it will be moved to the following year's group (e.g. from the odd year grouping to the even year grouping). The IRM will then conduct its reporting according to the calendar for that group.
- 6. New countries joining OGP should agree the timetable for their first NAP with the Support Unit within two months of sending their letter of intent.
- 7. In order to keep to the calendar and ensure the highest quality reporting, all governments should regularly engage with the IRM researcher in their country.



## Grouping is based on when countries deliver new NAPs:

## **Even year countries**

Albania

Armenia

Brazil

Bulgaria

Canada

Chile

Croatia

Czech Republic

Denmark

Dominican Republic

El Salvador

Estonia

Georgia

Greece

Guatemala

Honduras

Indonesia (TBC)

Ireland

Italy

Jordan

Lithuania

Macedonia

Moldova

Mongolia

Netherlands

New Zealand

Paraguay

Romania

Serbia

Sierra Leone

South Korea

Spain

Sweden

Tanzania

Trinidad and Tobago

Tunisia

Ukraine

United Kingdom

Uruguay

### **Odd year countries**

Argentina

Australia

Azerbaijan

Bosnia and Herzegovina

Colombia

Costa Rica

Finland

France

Ghana

Hungary

Israel

Kenya

Latvia

Liberia

Malawi

Malta

Mexico

Montenegro

Norway

Panama

Peru

Philippines

Slovak Republic

South Africa

Turkey

**United States** 

Grouping as of January 15, 2015