

# OGP Self-Assessment Report Guidance Note

*This note was developed by the Open Government Partnership Support Unit to provide guidance to participating countries on how to draft a Self-Assessment Report in accordance with the Articles of Governance and international best practices. For more information email the Support Unit at [info@opengovpartnership.org](mailto:info@opengovpartnership.org)*

Self-Assessment Reports are a key element of the Open Government Partnership accountability mechanism. This document reflects lessons learned from the first three years of OGP and provides specific guidance on producing high quality and comprehensive Self-Assessment Reports. During the two-year National Action Plan (NAP) cycle, governments will produce yearly Self-Assessment Reports.

In order to minimize the administrative burden, the two Self-Assessment Reports will have similar content to one another, differing primarily in the time period covered. The Midterm Self-Assessment should focus on the development of the NAP, consultation process, relevance and ambitiousness of the commitments, and progress to date. The End of Term Self-Assessment should focus on the final results of the reforms completed in the NAP, consultation during implementation, and lessons learned.

The development of the Self-Assessment Reports must include a two-week public consultation period as stipulated in OGP Guidelines.

## Self-Assessment Report Template

This section includes the main required components 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.

While Self-Assessment Reports can be written in the country's official language, governments are required to submit an English translation to the OGP Support Unit.

<<Country Name>>

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

## 1. Introduction and Background

*Briefly explain:*

- How the country's OGP commitments are relevant to the four core open government principles of OGP (transparency, civic participation, public accountability, and technology and innovation for openness and accountability).*
- How did the country's OGP commitments attempt to address at least one of the five OGP grand challenges (improving public services, increasing public integrity, more effectively managing public resources, creating safer communities, and increasing corporate accountability)*

## 2. National Action Plan Process

*The Midterm Self-Assessment Report should focus on subsection A, while the End of Term should focus on subsection B.*

**A. Consultation during NAP development:** *The OGP Articles of Governance and supporting documents lay out the following requirements for consultation during NAP development:*

- **Availability of timeline:** Countries are to make the details of their public consultation process and timeline available (online at minimum) prior to the consultation;
- **Adequate notice:** Countries are to consult the population with sufficient forewarning;
- **Awareness raising:** Countries are to undertake OGP awareness raising activities to enhance public participation in the consultation;
- **Multiple channels:** Countries are to consult through a variety of mechanisms—including online and through in-person meetings—to ensure the accessibility of opportunities for citizens to engage;
- **Breadth of consultation:** Countries are to consult widely with the national community, including civil society and the private sector, and to seek out a diverse range of views; and
- **Documentation and feedback:** Countries are to make a summary of the public consultation and all individual written comment submissions available online.

*Provide a brief narrative of government's approach to the NAP development and implementation process as related to the above requirements and add any additional information on this subject, including:*

- *What process challenges, if any, the government faced in developing the action plan in terms of*
  - o *Fostering citizen participation;*
  - o *Organizing inter-agency and/or Central/Local consultation mechanisms; and*
  - o *Developing the plan in a timely manner.*

**B. Consultation during implementation:** *The OGP Articles of Governance state that, “Countries are to identify a forum to enable regular multi-stakeholder consultation on OGP implementation—this can be an existing entity or a new one.”*

*Provide a brief narrative of government's approach to participation during implementation, including:*

- o *Which forum was identified and whether it was new or pre-existing;*
- o *The frequency and regularity of meetings of the forum; and*
- o *Which organizations and individuals participated regularly.*

**C. Briefly describe the consultation or comment period for the Self-Assessment Report. Include the two-week-minimum comment period and the way in which the comments were included into the report.**

### 3. IRM Recommendations

*Briefly explain how the IRM report results were used to improve the process of NAP drafting and implementation.*

### 4. Implementation of National Action Plan commitments

*Provide a complete description of the commitment implementation process, conditions, problems, etc. globally considered. 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.*



Use the following template for each commitment in your action plan.

Commitment Completion Template	
Name and number of the Commitment	
Lead implementing agency	
Name of responsible person from implementing agency	
Title, Department	
Email	
Phone	
Other actors involved	Government
	CSOs, private sector, working groups, multilaterals
Main Objective	
Brief Description of Commitment (140 character limit)	
<p>Relevance</p> <p><i>Briefly describe the way in which this commitment is relevant to further advancing OGP values of access to information, public accountability, civic participation, and technology and innovation for openness and accountability. (A detailed description of these values is available in the <a href="#">OGP Values Guidance Note</a>.)</i></p>	
<p>Ambition</p> <p><i>Briefly describe the intended policy results of the commitment and how it will either make government more open or improve government through more openness.</i></p>	





Completion level	Not started	Limited	Substantial	Completed
Description of the results <i>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.</i>				
End date				
Next steps				
Additional information (Description on what remains to be achieved and any risks or challenges to implementing the commitment.)				

## 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 (if applicable)

*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 initiatives or reforms undertaken by your country to advance the Open Government Partnership 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 unrelated to last year's commitment.*

