

OGP Steering Committee

Terms of Reference: Action Framework Task Force

Background and objectives

The OGP Steering Committee (SC) has established a Task Force to review and update OGP's rules, guidance, and communications regarding National Action Plans (NAPs). This effort is part of the broader 2025-2027 work plan of the Support Unit and IRM. The goal is to make OGP's processes more user-friendly, adaptable to diverse national contexts, and aligned with current and future political realities.

Mandate, roles, and responsibilities

Mandate

The Task Force (TF) will work with the SU to shape proposed changes to the Action Framework including by:

- Addressing challenges with current NAP rules, guidance, and communications to improve usability for diverse countries and stakeholders.
- Enabling mainstreaming, ambition, and collaboration within the Action Framework.
- Establishing appropriate incentives and disincentives through rules and communications to ensure OGP remains relevant and adaptable.
- Engaging the broader OGP community through consultations to ensure the perspectives of government and civil society inform the process.

Roles and responsibilities

- The **Support Unit (SU)** will document, collate and analyse findings from the consultations and recommendations received and will put forward proposals for the SC task force for their consideration, based on pros, cons, trade-offs and cost-benefit analysis.
- The **Task Force (TF)** will oversee agreed-upon activities and endorse proposals for SC consideration, including a phased implementation plan to minimize disruption for participating countries.
- The **Steering Committee (SC)** will review and approve proposed changes before implementation.
- The **SU** will develop necessary procedures and guidance to ensure accurate implementation of SC-approved policies, consulting with the SC and the public as needed.

Scope of the Task Force

- Review and refine rules, guidance, and support services related to National Action Plans, including their length, delivery timelines, and amendment processes while considering varying country cycles.
- Assess minimum requirements for NAP development and implementation, define consequences for non-compliance—such as Procedural Review inactivity status—and re-engagement pathways.
- Clarify diverse participation options beyond traditional NAPs and strengthen monitoring and assessment mechanisms, including self-assessment guidelines and measuring progress on open government reforms.

The Task Force will not review:

- OGP's broader accountability mechanisms (e.g., Response Policy, Rapid Response Protocol, Eligibility Review) which will be covered by a separate SC task force
- OGP Local Action Plans and membership policies (covered by a separate SC task force)
- IRM methodology and products (under the jurisdiction of the Independent Experts Panel)

Expected outputs and timeline

Phase 1: Quick Wins (April–June 2025)

- April–May: Consultations and proposal development
- June: SC reviews and approves changes on a no-objection basis

Phase 2: Substantive Proposals (May–October 2025)

- May–September: Consultations and proposal development
- September–October: SC reviews and approves changes (virtually and at the OGP Summit)
- October 2025 onward: Implementation of approved changes and consultations for long-term changes

Phase 3: Longer-term Structural Reforms (2026–2027)

- October 2025 onward: Consultations for long-term changes and development of proposals
- The TF's mandate and membership will be reviewed in preparation for this phase.

Proposed Membership & Meeting Structure

Steering Committee representatives:

Government

- UK, Matt Donnelly
- Germany, Sebastian Haselbeck



- Estonia, Marten Lauri
- Brazil, Flavia de Holanda Schmidt
- Philippines, Ericka Blas

Civil Society

- Zuki Kotiswa
- Natalia Carfi
- Anabel Cruz
- Eka Gigauri
- Steph Muchai

Support Unit:

- Gustavo Perez-Ara (Lead, Member Services)
- Jaime Mercado (Lead Governance and Champions Network)
- Andreas Pavlou (Lead, IRM. for matters related to the IRM)
- Shreya Basu (Chief of Country and Local Programs)

External participation:

- Non-SC individuals with specialized knowledge or skills may be invited to contribute by the Task Force.
- Task Force members will conduct targeted consultations with diverse government and civil society representatives representing different geographies, size, maturity of the open government agenda, and system of government.

Meetings

- The group will meet once every two months, primarily virtually, with additional ad hoc meetings as needed.

Accountability & Review:

- In line with the [2024 governance review](#), the SC will regularly assess the Task Force's purpose and objectives to ensure they remain fit for purpose. The Programmatic Delivery Subcommittee will conduct a review after Phases 1 and 2 and recommend adjustments as needed.



Annex 1: Guidelines for Establishing Task Forces outlined in the Governance Review (approved by the SC in July 2024)

The SC defines the scope and objectives of each task force at the time of its formation:

- Task forces are accountable to the rest of the SC and are responsible for delivering specific outcomes within a specified timeframe as defined in their terms of reference.
- In carrying out its responsibilities, task forces make recommendations for the consideration and adoption by the SC, but do not have decision-making ability of their own.
- Task forces do not replace standing subcommittees, nor should their terms of reference overlap with the core mandates of standing subcommittees.
- Task forces should have an equal number of government and civil society representatives from within the SC.
- In addition to SC representation, task forces may be composed of non-SC individuals with specialized knowledge or skills relevant to the particular issue or project at hand.
- Decision to invite external participants to task forces meetings and who those participants should be is determined by the SC, in consultation with the SU, at the time of task force formation.
- Participation in task forces does not translate to membership in the SC. Non-SC participants may not vote in SC decisions.

