



Inception Assessment Template

The Inception Assessment seeks to provide an appraisal of the co-creation process as well as the quality of the design of the commitments at their inception. This assessment must be finalized within two months of the submission of the action plan. See further details about the evaluation template in the [OGP Local Handbook, Section 3.5.1](#).

Please complete each field and provide the necessary evidence to back your responses. See Annex 5 of the [OGP Local Handbook](#) and the upcoming IRM Toolkit for OGP Local Monitoring Body for a detailed explanation of what is considered as evidence for monitoring and evaluation purposes.

Section 1. Compliance with co-creation requirements

1.1 Does a forum exist?

It is a requirement that the OGP Local Process have a forum. A forum is a space for participation in the development of and the review of the action plan. Reference: [See the OGP Local Handbook section 3.3.1](#).

[Yes/No/Unclear]

Provide a brief explanation of your answer:

[Text box: free text 1000 characters max]

Provide evidence for your answer:

[Document or link upload]

1.2 Is the forum multi-stakeholder?

It is required that the forum must include both governmental and non-governmental representatives.

[Yes/No/Unclear]

Provide a brief explanation of your answer:

[Text box: free text 1000 characters max]

Provide evidence for your answer:

[Document or link]



1.3. Does the forum hold at least one meeting with civil society and non-governmental stakeholders during the co-creation of the action plan?

[Yes/No/Unclear]

Provide a brief explanation of your answer:

[Text box: free text 1000 characters max]

Provide evidence for your answer:

[Document or link]

1.4. Has the action plan been endorsed by the stakeholders of the forum or steering committee/group?

Please verify the list of individuals endorsed provided in the action plan.

[Yes/No/Unclear]

Provide a brief explanation of your answer:

[free text 1000 characters max]

Provide evidence for your answer:

[Document or link]

Section 2. Recommended Practices in Co-creation

2.1 Does the government maintain a Local OGP website or webpage on a government website where information on the OGP Local process (co-creation and implementation) is proactively published?

[Yes/No/Unclear]

Provide a brief explanation of your answer:

[Text box: free text 1000 characters max]

Provide evidence for your answer:

[Document or link]

2.2 Did the government provide information to stakeholders in advance to facilitate informed and prepared participation in the co-creation process?

[Yes/No/Unclear]

Provide a brief explanation of your answer:

[free text 1000 characters max]

Provide evidence for your answer:

[Document or link]



2.3 Did the government ensure that any interested member of the public could make inputs into the action plan and observe or have access to decision-making documentation?

[Yes/No/Unclear]

Provide a brief explanation of your answer:

[Text box: free text 1000 characters max]

Provide evidence for your answer:

[Document or link]

2.4 Did the government proactively report back or provide written feedback to stakeholders on how their contributions were considered during the creation of the action plan?

[Yes/No/Unclear]

Provide a brief explanation of your answer:

[Text box: free text 1000 characters max]

Provide evidence for your answer:

[Document or link]

2.5 Was there an iterative dialogue and shared ownership between government and non-governmental stakeholders during the decision making process, including setting the agenda?

[Yes/No/Unclear]

Provide a brief explanation of your answer:

[Text box: free text 1000 characters max]

Provide evidence for your answer:

[Document or link]

2.6 Would you consider the forum to be inclusive and diverse?

[Very, Moderately, Somewhat, No, Not sure]

Provide a brief explanation of your answer:

[Text box: free text 1000 characters max]

Provide evidence for your answer:

[Document or link]



Section 3. Initial evaluation of commitments

[The same questions must be completed for each commitment in the plan]

3.1 Commitment 1: Title

3.1.1 Is the commitment verifiable?

The commitment language provides clearly identifiable activities and measurable deliverables for achievement of the commitment's objective. Reference: [See the OGP Local Handbook section 3.2.1.2.](#)

[Yes/No/Unclear]

Provide a brief explanation of your answer:

[free text 1000 characters max]

Provide evidence for your answer:

[Document or link]

3.1.2 Does the commitment language/activities clearly justify relevance to OGP values?

The commitment must clearly make a policy area, institution or decision-making process more transparent, participatory or accountable - according to the OGP values. Reference: [See the OGP Local Handbook section 3.2.1.1.](#)

[Yes/No/Unclear]

Provide a brief explanation of your answer:

[Text box: free text 1000 characters max]

Provide evidence for your answer:

[Document or link]

3.1.3 Please select one option that best describes the commitment:

The commitment is...

a continuation of ongoing practice in line with existing legislation, policies or requirements.

or

a new regulation, policy, practice or requirement.

Provide a brief explanation of your answer:

[Text box: free text 1000 characters max]

Provide evidence for your answer:

[Document or link]



3.1.4 –Please select one option that best describes the commitment:

The commitment activities...

have no indication of the added value or enhanced open government approach in contrast with existing practice.

or

is a positive change to a process, practice or policy but will not generate a binding or institutionalized change across government or specific institution(s).

or

will result in a change of the rules, practices or policies that govern a policy area, public sector and/or relationship between citizens and is binding or institutionalized across government or specific institution(s).

Provide a brief explanation of your answer:

[Text box: freetext 1000 words max]

Provide evidence for your answer:

[Document or link]

3.1.5 Are there any recommended changes to the design of the commitment to help improve its implementation?

Provide a brief explanation of your answer, including any foreseeable challenges that may impact the implementation of this commitment:

[Text box: free text 1000 characters max]
