

## GUIDELINES FOR THE MULTISTAKEHOLDER FORUM

In the framework of the Italian participation to the Open Government Partnership (OGP), at governmental level represented by the Public Administration Department – Office for Administrative Innovation, Skills Development and Communication, it has been defined the 5th National Action Plan for open government 2022-2023 (5NAP).

The 5NAP envisages an action aimed at strengthening the Governance and the ability of defining strategies of the community of stakeholders that makes up the “Italian partnership for open government” (OGPIT) through the commitment of co-creating a Multistakeholder Forum (MSF).

Within this context, the “Guidelines for the Multistakeholder Forum” have been drafted by a team composed of members of the following organizations:

- Civil society organizations: Orizzonti Politici, The Good Lobby
- Public administrations: Conference of the Regions and Autonomous Provinces, Public Administration Department and Ministry of Ecological Transition.

In the period May 16<sup>th</sup> – June 15<sup>th</sup> 2022, such proposal underwent a consultation on the ParteciPA platform that has involved the OGPIT.

After such consultation the following “Guidelines for the Multistakeholder Forum” have been drafted and came into effect on the 15<sup>th</sup> of July 2022.

During its first mandate, which will end on the 31<sup>st</sup> of December 2023, the MSF can propose amendments to the Guidelines, if necessary to guarantee the optimal functioning of the Forum and of its relationship with OGPIT. Such changes must be approved by the latter through a specific new consultation.

### 1. Purpose, mandate and tasks of MSF

The Multistakeholder Forum (MSF) is the actor in charge of the governance of the Italian OGP community (OGPIT), which gathers the open government both public and private stakeholders.

Public administrations, civil society organizations and social partners will contribute to the OGPIT tasks. Institutions, research and study centers, both public and private, may also participate to the community.

The MSF is a space for equal interchange between the organized civil society, in its diverse forms, and the institutional actors that have the mission to implement relevant public policies for the definition, implementation and impact monitoring of a **National strategy for open government**.

Access to the MSF must respect the principles of institutional responsibility, interests' representation, transparency, inclusivity and accountability of all the actors involved in the OGPIT, that must share the interest to promote and support the transformative path towards the principles, objectives and instruments to enact a National strategy for open government.

The Public Administration Department covers the role of **institutional facilitator** and is the national coordinator of the progresses, in agreement with the Partnership members and the OGP Secretariat, that supports the participants at the global level.

The MSF's tasks, in coordination with the OGPIT and in support to its activities, are the following:

- formulation of proposals to define the National strategy of open government
- contribution to the monitoring and evaluation of the open government policies impact
- definition of the co-creation methods and co-implementation of two-year National Action Plans, that represent the principal tool, but not the exclusive one, to enact the strategy
- promoting the national dialogue on openness policies by:
  - o offering support for networking among the members of the open government to enable the sharing of information and best-practices at the national, European and international level
  - o collecting recommendations, suggestions, and opinions from the OGPIT and/or from enlarged consultations, also by relaying on the ParteciPA platform
  - o promoting education on open government, with a particular focus on the youth and on the diffusion of values and principles
- elaboration of proposals for the positioning of Italy to be presented in the international context.

## 2. Participation to the OGPIT and to the FMS

The participation of public and private organizations to the OGPIT happens within the respect of principles of maximum openness, transparency, visibility, involvement, and inclusivity.

To this scope, it is necessary to fill-in the online form available on the [OGPIT website](#) to collect the subscriptions, also publicized through direct communications to subjects that are not participants yet, but still considered relevant, even if minoritarian, for the representation of instances and societal needs.

The online participation form describes the procedure, and the information required such as the nature of the candidate organization, the type of contribution that it can share with the community and its representative member. The monitoring on the shared information is carried out by the Public Administration Department – Office for Administrative Innovation, Skills Development and Communication.

The application to the MSF is open to all the organizations that are part of the OGPIT and want to take on that responsibility, but in the respect of the following modalities:

1. **Only organizations that have been participating** in the OGPIT activities for **at least one year** can nominate a representative. The MSF can specify qualitatively such requisite, for instance defining a minimum number of attended meetings.
2. The organization that applies must share all the required information, approved by the OGPIT, that emphasize **absence of conflict of interests for the person nominated** to represent the organization within the MSF.
3. If the number of the applications is higher than the available capacity, the candidates choice will be carried out within the OGPIT:
  - o For the representation of private interests, by consulting, through single preference, with all the civil society organizations

- For the representation of public interests, by consulting, through single preference, with all public administrations.

**The requisites the candidates must respect** to participate to the MSF are:

- Designation by a public administration or by a civil society organization that participates to the Community OGPIT since one year at least;
- Subscription to the current Guidelines through a specific declaration of acceptance;
- Commitment to participate regularly and effectively to the MSF tasks.

The outcome of the application phase and the eventual selection of candidates for the establishment of the MSF will be publicized as much as possible, in compliance with current privacy legislation.

The participation to the MSF is voluntary and is not subject to retribution.

### **3. MSF composition and functioning**

The greater is the variety of the instances present in the OGPIT, the better the ability of the MSF to represent the interests in a dynamic way. Because of that, it is necessary to carry out periodic mapping to identify potential new stakeholders to include in the OGPIT, given they are considered relevant for the implementation of the open government principles, also considering the country's internal changes at social, economic and institutional level.

The MSF composition is set on maximum representativeness and inclusiveness and, to ensure operativity, it has to meet the following requirements:

- **Numeric balance** between the public and the civil society's components. As for the OGP Steering Committee, the choice in the first constitution of the MSF is to use **up to a maximum of 11 representatives from each component**, in order to guarantee adequate operability. In the event that there are fewer than 11 candidates for one or both components, equal representation shall be ensured by taking into account the number of the component with the fewest candidates. In no case, however, shall the MSF be able to avail itself of a number less than 7 representatives for each component, providing, if necessary, for the reopening of the nomination session.
- **Term of office:** two years maximum, in parallel with the execution of each NAP. The first mandate will end at the close of the current 5NAP.
- **The mandate to the same organization, either CSO or PA, is renewable once only.**
- **Meetings frequency: at least bimonthly**, giving an account every four months to the OGPIT, in plenary meetings, of the advancements and the issues to face.

The composition of the MSF and its activities are subject to maximum transparency through the OGPIT website.

The MSF at its initial meeting appoints two spokespersons: one an expression of the CSOs and the other of the PAs, indicated by their respective members.

The meetings of the MSF and those of the OGPIT are convened at the instigation of one of the spokespersons by the Public Administration Department. For this purpose, the Administrative Innovation, Skills Development and Communication Office provides organizational secretarial support to the MSF, as institutional facilitator of the OGPIT activities. In this function, also making use of the dedicated website and the ParteciPa platform, the Office facilitates the exchange of

documents, the archiving of relevant materials and in general, support the performance of the MSF functions, as well as the organizational coordination of the activities of the OGPIT.

The **work methods** are characterized by flexibility and dynamism, limiting formal aspects to a minimum and favoring maximum impact and the pursuit of concrete objectives within the scope of the tasks assigned. A report is produced for each meeting to make the decisions taken known. The MSF can organize itself into temporary sub-groups on specific areas of interest and results, each with its own person responsible for convening meetings, setting objectives, gathering the views of the participants.

The **decision-making process** might vary depending on the situation.

- The MSF decisions related to the tasks envisaged or assigned by the OGPIT must be adopted through **unanimous consensus** of its members.
- In case the MSF evaluates several possible options with respect to the decisions to be taken, it **consult** the OGPIT in this respect.
- When foreseen by OGP standards or with the objective of obtaining consensus for a greater impact and commitment, the MSF can rely on **enlarged consultations** on ParteciPa.

For external reporting of activities realized and decisions taken, the MSF **must proactively and periodically inform every 4 months to the OGPIT**, in a plenary meeting, and inform the Government and all public and private stakeholders with an **annual report** to be submitted to the Minister for Public Administration.