Format for submissions

PUBLIC PARTICIPATION IN FISCAL POLICY AND BUDGET MAKING

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| --- | --- |
| Name of the project |  |
| Place of implementation |  |
| Project contact |  |

1. Summary

* Briefly describe the mechanism as it was implemented, and the particular policy objectives and public demands or expectations that the practice was or is intended to address.

(500 words)

2. Basic Facts

Identify:

1. Stage in Fiscal Policy Cycle: Formulation, Enactment, Implementation, Audit
2. Lead institution: Executive, Legislature, Supreme Audit Institution, Non-state
3. Levels of Government involved: National, Regional, Local

3. Why (For what Purpose)

* What is the objective of incorporating public participation?
* How was success to be measured [[see methodological note](http://guide.fiscaltransparency.net/submit-yours/)]

(500 words)

4. Authorizing environment

* Is there a specific law or regulation that provides authority for or that directs officials to engage the public? (insert source link)
* If the mechanism is an Open Government Partnership commitment, introduce a tag and link to it.
* What is the general enabling environment? (provision in Constitution, FOIA)

(200 words)

5. Who and how

* How the mechanism was designed and implemented (Try to align with elements of the GIFT principles regarding openness, inclusiveness, timeliness, letting public speak for themselves etc.)
* Descriptions of the process, structure and components:
  + Who participates/ selection process/how diverse were the inputs
  + How are decisions made
  + Are decisions binding?
  + Online/ offline- how much of the process relies on technology?
  + Are there any institutionalized elements?
* Important to capture the process step by step. If a government wants to start something similar, they need to know where to start.
* Resources invested in the implementation of the mechanism: Is it a time-limited capital project or is it recurrent spending for an on-going activity?

(1000 words)

6. Results and impact

* How has the input generated through the participation process been used? Does participation make a difference?
* Does the institution give feedback on results of participation?
* What problem did it solve/overcome?
* Provide external references about the mechanism (study, survey, other publications)
* Consider intermediate impacts: on participants, on government (in the template, ask if they can provide evidence of impact), and finally on the quality of policies.  
  Note: cases for which there is as yet no evidence of impact can be included in the Guide, but this has to be clear and transparent.

(400 words)

7. Lessons Learned

* Summarize and link to any assessments or evaluations of the intervention e.g. an OGP IRM report, a departmental review, a CSO review, a program evaluation or SAI assessment, a score on an Open Budget Survey question.
* Identify the lessons learned by the practitioners who implemented the mechanism as well as tips and the main conditions and factors associated to the success of the practice. Include do’s and dont’s.
* Identify any relevant evidence from the current state of the field.
* Importantly, the Guide can include mechanisms that have failed. In such cases, the lessons learned on why they failed will be most relevant.
* Capture adaptive learning; progress over time of mechanisms
* Has the mechanism been replicated in any other locality in-country, or in another country?

(400 words)

8. Principles of Public Participation in Fiscal Policy

* To how many GIFT Public Participation Principles is this mechanism aligned to-Discuss and Elaborate.
* When appropriate, it will also offer recommendations of potential actions that would allow the mechanism to engage more of the principles.

(400 words)

9. Country context

a. Type of government  
b. Civic space (size of civil society, regulatory framework)  
c. Open Budget Survey scores – the overall budget transparency score, and the scores for public participation. Indicate whether the intervention is measured by the OBS.  
d. Score on TI Corruption Perceptions Index

(600 words)

HAPPY DRAFTING!