

Open
Government
Partnership



OGP CALENDAR GUIDANCE NOTE

This document outlines the long-term calendar for all Open Government Partnership (OGP) participating countries. The Support Unit, based on rules issued by the OGP Steering Committee, is providing governments and civil society with this information so they can plan accordingly and avoid future delays. This calendar includes three key features:

- i A two-year action plan cycle with continuous implementation
- ii Grouping countries into odd and even years
- iii Rules regarding delays

i Two-year action plan cycle with continuous implementation.

From 2014, OGP participating countries are adopting to a two-year National Action Plan (NAP) calendar cycle, in which there are no gaps between the end of the last action plan and the beginning of the new one. This means every country will be implementing a NAP at all times, although individual commitments still vary in length.

In order to achieve this, countries will draft their new NAPs during the last six months of implementation of the previous NAP. The OGP Support Unit, including the Civil Society Engagement Team, and Independent Reporting Mechanism (IRM) will work closely with countries during this important time to provide support and guidance. Please see Section 3 for rules regarding delays.

This shift to a two-year cycle also affects the timing of the government self-assessment report and “IRM Progress Reports”. From now on, governments will need to complete two self-assessment reports for each action plan: one after the first year of implementation, and one upon completion of the two-year cycle. The first year self-assessment should focus on the NAP drafting process, while the second year should focus on the final results of the reforms completed in the NAP. Please refer to the OGP [“Self-Assessment Report Guidance Note”](#) for more information.

The Independent Reporting Mechanism (IRM) will also produce two reports during the two-year action plan cycle. The IRM will deliver the first progress report by the January of the second year of implementation (18 months into the two-year cycle). This progress report includes an analysis of the action plan, the action plan drafting process and progress in implementing commitments as of the mid-point of the two-year cycle. A key objective of this report is to recommend areas for improvement before countries publish their next action plan. The second “End of Term IRM Report” will focus on the final results achieved in the second year of NAP implementation.

Description of Activities

For each action plan cycle, there are six different activities that happen in parallel or in a series of sequential steps. The due dates for each activity vary according to whether a country is in the Even or Odd Year grouping.

ACTIVITY	LEAD ACTOR	DURATION	DESCRIPTION
Draft NAP	Government (Co-created with Civil Society)	6 months	Co-creation of the NAP with civil society. New NAPs are developed during the last six months of implementation of an ongoing NAP.
Implement NAP	Government	24 months	Implementation of the NAP over a two year period. Throughout the implementation period, governments are expected to conduct periodic consultations with civil society to share progress and updates.
Develop and Publish Midterm Self-Assessment	Government	3 months	Development of the midterm self-assessment report that focuses on the consultation process, relevance and ambitiousness of the commitments, and progress to date. This includes a two-week consultation period as stipulated in OGP Guidelines.
Develop and Publish IRM Progress Report	IRM	5 months	The IRM prepares its main evaluation on the NAP, which focuses on the consultation process, relevance and ambitiousness of the commitments, and advances to date. This report will be available in time for the development of the next NAP.
Develop and Publish NAP Final Self-Assessment	Government	3 months	Government presents the final self-assessment of their completed action plan, which focuses on final results and lessons learned. This document is produced after a two-week public consultation period and in parallel with the start of implementation of a new NAP.
Develop and Publish IRM NAP End of Term Report	IRM	2 months	The IRM prepares an “end of term report,” which will focus on the commitments that have advanced since the publication of the main progress report.

ii Grouping countries into odd and even years.

All OGP participating countries will join an even or odd year grouping. Even year countries deliver new NAPs in even years and odd year countries deliver new NAPs in odd years. This replaces the previous “cohort” system. The complete list of Odd and Even Year countries is available on page 6 of this document.

Even years

The following chart describes how the calendar will work for even year countries:

Activity	2015												2016												2017											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
IMPLEMENT NAP 2 July 1, 2014 - June 30, 2016	[Blue bar]																																			
DEVELOP NAP 2 MIDTERM SELF-ASSESSMENT REPORT Due date September 30, 2015													[Light blue bar]																							
PUBLISH IRM NAP 2 PROGRESS REPORT Due date January 2016													[Orange bar]																							
DRAFT NAP 3 Due date June 30, 2016													[Dark blue bar]																							
IMPLEMENT NAP 3 July 1, 2016 - June 30, 2018																									[Blue bar]											
DEVELOP NAP 2 END OF TERM SELF-ASSESSMENT REPORT Due date September 30, 2016													[Light blue bar]																							
PUBLISH IRM NAP 2 END OF TERM REPORT Due date September 30, 2016													[Orange bar]																							
DEVELOP NAP 3 MIDTERM SELF-ASSESSMENT REPORT Due date September 30, 2017																									[Light blue bar]											

iii Rules regarding delays:

1. Countries should deliver their NAP and Self-Assessment Reports on time. This calendar provides advance notice on all due dates in order to avoid future delays. In order to take full advantage of economies of scale, and to ensure transparency in operations so all OGP countries are treated fairly, the IRM will not modify or rearrange any of their product deadlines to accommodate delays from countries. NAPs and Self-Assessment Reports will be considered delivered when they are uploaded to the OGP website.
2. If a country submits their NAP or Self-Assessment Report late, the delay will be noted in the IRM report.
3. If a country delivers its new NAP more than four months late, the IRM will document this and, working with the Support Unit, will refer the case to the Criteria and Standards Subcommittee of the OGP Steering Committee. The country will receive a letter from the Support Unit noting this occurrence. The same rules apply to the late submission of the self-assessment reports.
4. If a country delivers its new NAP late but within six months of the deadline, the calendar end date for the NAP will not change, but, as a result, the amount of time for implementation of the commitments will be reduced. All NAPs should cover a period of implementation of a minimum of 18 months, although individual commitments may be of any length.
5. If a country is more than six months late it will be moved to the following year's group (e.g. from the odd year grouping to the even year grouping). The IRM will then conduct its reporting according to the calendar for that group.
6. New countries joining OGP should agree the timetable for their first NAP with the Support Unit within two months of sending their letter of intent.
7. In order to keep to the calendar and ensure the highest quality reporting, all governments should regularly engage with the IRM researcher in their country.

Grouping is based on when countries deliver new NAPs:

Even year countries

Albania
Armenia
Brazil
Bulgaria
Canada
Chile
Croatia
Czech Republic
Denmark
Dominican Republic
El Salvador
Estonia
Georgia
Greece
Guatemala
Honduras
Indonesia (TBC)
Ireland
Italy
Jordan
Lithuania
Macedonia
Moldova
Mongolia
Netherlands
New Zealand
Paraguay
Romania
Serbia
Sierra Leone
South Korea
Spain
Sweden
Tanzania
Trinidad and Tobago
Tunisia
Ukraine
United Kingdom
Uruguay

Odd year countries

Argentina
Australia
Azerbaijan
Bosnia and Herzegovina
Colombia
Costa Rica
Finland
France
Ghana
Hungary
Israel
Kenya
Latvia
Liberia
Malawi
Malta
Mexico
Montenegro
Norway
Panama
Peru
Philippines
Slovak Republic
South Africa
Turkey
United States

Grouping as of January 15, 2015