



GET INSPIRED! CASE STUDIES OF CIVIL PARTICIPATION IN DECISION-MAKING PROCESSES

Non-governmental organisations¹ and public authorities at all levels throughout the Council of Europe Member States are invited to provide examples of their practice or experience with civil society participation in the decision-making process. The case study should ideally cover all the points mentioned in this template, but should not exceed 4 pages.

The case study should be returned by e-mail to the address: civil.participation@coe.int

*Case studies received **before 4 January 2020** will be eligible to be included in the first online version of the Case Study Bank, which will then be updated regularly.*

Why do we need these case studies of European Practices?

The 2009 [Code of Good Practice for Civil Participation in the Decision-Making Process](#) was revised in [2019](#) in order to take account of the [Guidelines for Civil participation in the Political Decision-making process](#) which was adopted by the Council of Europe's Committee of Ministers in September 2017. Beyond providing valuable illustration of the use of the Revised Code of Good Practice, the aim is to create a Case study Bank on Civil Participation. The Case Study Bank will include different examples of good practice, as well as less good or less successful practice, throughout Europe and can serve as a reference and learning tool for all users of the Revised Code of Good Practice who wish to have first-hand information on the concrete mechanisms for participation of NGOs and civil society in the decision-making process in different countries.

Template

1. Please provide a short overview of the practice:

- Title of the initiative, subject matter or policy area, country of implementation, level of governance, period of implementation
- Who initiated and who funded the process, who were the civil society participants and the public authorities, what were their respective roles?

2. Please describe the practice by following the guidance below:

- Specific purpose and objectives of the process
- Stages of participation and activities

¹ The Council of Europe's definition of NGOs can be found in the [Committee of Ministers Recommendation \(2007\)14](#), it states that "NGOs are voluntary self-governing bodies or organisations established to pursue the essentially non-profit-making objectives of their founders or members. They do not include political parties." In relation to this Code the term is taken to refer to organised civil society including voluntary groups, non-profit organisations, associations, charities, as well as geographic or interest-based community and advocacy groups.

c. Forms and tools of participation deployed:

Select the statements below which reflect the practice and add an explanation of how these were organised. If the process stopped at an early stage, please refer to question 9 and explain the reasons.

- The public authority provided timely and accurate information, relevant for the process (information)
- The public authority asked for CSOs/citizens opinion on a specific topic (consultation)
- The public authority exchanged views with CSOs/citizens to develop policies, strategies, recommendations or legislation (public hearings, specialised meetings) (dialogue)
- The public authority closely cooperated with CSOs/citizens from the beginning of the process till its end (partnership)

3. Please describe the results and impact of the practice:

Select the statements below which reflect the practice and add an explanation of how these were organised.

- a. The public authority collected ideas and incentives from CSOs/citizens for future legislation or developments (Input/Incentive Idea)
- b. CSOs/citizens expressed their needs and wishes at the request of the public authority (Input/Incentive)
- c. CSOs/citizens influenced public authority's decision to add a certain issue into their political agenda (Agenda Setting)
- d. CSOs/citizens contributed the policy drafting process by identifying the problem, proposing solutions or providing evidence for a preferred proposal (Drafting)
- e. CSOs/citizens gave inputs on draft laws and motions (Decision)
- f. CSOs followed the implementation of the policy (Implementation)
- g. CSOs monitored and assessed the outcomes of the implemented policy (Monitoring)
- h. CSOs took part in the reformulation of an implemented policy (Reformulation)
- i. None of the above-mentioned: have the public authority provided justifications why?

4. How would you assess the participation process?

- a. Your overall assessment
- b. Have any new solutions or approaches been developed?
- c. What have been the challenges, obstacles, or lessons learned?
- d. What could be improved for future versions of this process or practice?

5. How inclusive was the process in terms of taking into consideration the needs and concerns of different groups of stakeholders (for instance women, youth, elderly, minorities)?

6. Optional: contact person, email and website address, documents may be attached

Please do not exceed 4 pages in total

This template is available at: <https://www.coe.int/en/web/inqo/civil-participation>