

Trainer guidance: OGD action plan design

Learning materials provided by the Guide on Open Government Data (OGD) Action Planning for Sustainable Development can be used for sensitization and training of government officials and other OGD actors. This document aims to provide guidance to trainers who will use the learning materials on *OGD action plan design* as a training module on this topic.

Module Overview		Notes
Type	Group work with short introductory lecture/presentation	Followed by Q&A moderated by facilitator
Time	120 minutes	<ul style="list-style-type: none"> ○ 10 min introductory lecture/presentation followed by group work. ○ 10 min briefing on group work methodology ○ 70 min group work. Each group has one facilitator and one rapporteur ○ 30 min reporting back to plenary
Target Participants	All groups B to F (see below)	Max 30 participants, in groups of 5 to 6 per table
Prerequisites	None	
Materials	Prioritization template and Action Plan template	<ul style="list-style-type: none"> ○ One laptop per group ○ One flipchart per group ○ Stickers and pens
Presentation	Slides	OGD action plan design
Further reading	OGDCE Guidelines	OGDCE Guidelines

By completing this training module, participants will learn about:

- The purpose of an OGD action plan
- Using S.M.A.R.T. methodology for action planning
- Designing ambitious but realistic action plans
- Implementation, monitoring and evaluation of action plans

Group work setup

10 min	Lecture presentation on the topic - by OGD Expert
10 min	Group work introduction
70 min	Group work - facilitated by Facilitators (see “methodology below)
30 min	Presentation by Rapporteurs (see “methodology below) and Q&A

Group work flow

Exercise 1: brainstorm and prioritize ideas for action plan (45 min)

- Brainstorm ideas for action plan
- Prioritize ideas using Prioritization template

Exercise 2. draft actions for action plan (45 min)

- Draft actions using Action Plan template

Report back to plenary (30 min)

Guiding Questions

By completing this module, participants will be able to answer the following guiding questions:

- What is the purpose of an OGD action plan?
- What is S.M.A.R.T. methodology?
- How to be ambitious but realistic in the design of an action plan?
- How to implement, monitor and evaluate action plans?

Expected outputs

Through this module, participants will be able to:

- Design ambitious but realistic action plans using S.M.A.R.T. methodology

Methodology

This module will be conducted by an expert on OGD for Sustainable Development and a group of facilitators at a ratio of one facilitator per 10 participants. The expert will introduce the module and provide an overview on the methodology, learning objectives, materials to use, expected outcomes, and required documentation and reporting. The expert will then deliver a 10-minute presentation on the subject.

After the presentation, participants will split in small groups of 5 to 6 people around a table for hands-on group work for 45 to 70 minutes. Each of the groups will have one facilitator who will help the group meeting the learning objectives, use the materials and produce the expected outputs. Each group will have one laptop with Internet access and standard office software. Each group will also nominate one participant as rapporteur. The rapporteur will take notes and capture the main discussions and outputs of group work. After the group work, the rapporteurs from each group will summarize the discussions and present the outputs to the plenary (5 minutes for each group). The reports from working groups back to plenary will be followed by a Q&A session moderated by the main facilitator.

Target Participants

- A. Government leaders (top-level, policy/decision makers)
- B. Government specialists and technicians (mid-level, ICT department, statistical office)
- C. Civil Society Organizations (CSO) representatives
- D. Independent journalists and representatives from media organizations
- E. Academia (public administration, informatics, statistics)
- F. Private Sector (ICT companies and start-ups)