Indicative Guide No.4 to Recommendation Rec (2009) .. of Committee of Ministers to member states on e-democracy

A framework for reporting e-democracy initiatives

Prepared by the Council of Europe's Ad Hoc Committee on e-democracy (CAHDE)

1.   **Brief description** (including novel elements in respect to existing e-democracy pilots)

2.   **Basis of initiative**

-       Who initiated the project (type of actor: political leader, civil servant, political party, NGO, interest or issue based networks, citizens, media, commercial organisation)?
-       Why and when was it initiated?
-       What was the main objective / goal of the initiative?
-       Is there public interest / debate on the initiative, its success/failure, and the follow-up to its evaluation?
-       How was it developed from the initial idea - and what were the timelines?
-       When - if - and how was it finished?
-       How does this initiative relate to other democracy initiatives in the area (both online and offline)?

3.   **Management**

-       Who had overall responsibility for the project (incl. position), was there an agreed commitment?
-       What partners - incl. public and private - were there and what were their roles?
-       Were there other key actors (besides project partners) ?
-       How was the project financed, and can the costs be assessed (financial and human resources)?
-       What plans are there for sustainability/follow up?

4.   **Focus**

-       What technologies were used, and why was the specific option chosen?
-       What was the focus of the initiative (e.g. nationwide / regional / local, a particular territory, a particular group of citizens, or issue based, cross-border)?
-       What policy issues were the subject of the initiative, and were there any selection criteria / processes?
-       How was participation in the initiative promoted (including marketing/publicity) ?
-       What was the intended / effective participation (quantity, quality) ?
-       What was the intended / achieved level of public impact (*e.g.* information - consultation - involvement - collaboration - empowerment) ?

5. **Lessons** (where relevant)

  - What opportunities were seized and/or what problems did the initiative encounter (e.g. central/regional/local government support, finance and other resources, legal barriers etc) and how were these addressed?
  - Were there any specific financial or technical constraints which inhibited the development of the initiative?
  - What factors provided political support for the initiative?
  - How was the digital divide issue (citizen's access to the relevant technologies) addressed?
  - What (if any) were/are the demands/expectations from citizens for such initiatives?
  - Have they been satisfied, and what were the main comments by the users?

6. **Evaluation**

  a. What were the main achievements of initiatives?
  b. Who undertook the evaluation (eg a third party) ?
  c. What criteria have been used to evaluate the initiative (methodological approach focusing on criteria such as e.g. degree of participation, responsiveness of decision-makers, motivation to participate, satisfaction of participants, etc)?
  d. (Where) Is the evaluation published?
  e. What initiatives are emerging as a result of the evaluation?
  f. What, if any, are the next steps?