



CONFERENCE OF INGOs  
OF THE COUNCIL OF EUROPE  
CONFERENCE DES OING DU  
CONSEIL DE L'EUROPE

## CODE OF GOOD PRACTICE FOR CIVIL PARTICIPATION IN THE POLITICAL DECISION-MAKING PROCESS

### Cases of Good Practice Template

Non-governmental organisations<sup>1</sup> and public authorities are invited to provide examples of good practice of NGO participation in the political decision making process. The case study should ideally cover all the points mentioned in the template, but should not exceed 2 pages. The case study should be returned by e-mail to the address: [civil.participation@coe.int](mailto:civil.participation@coe.int)

#### Why do we need these case studies?

Beyond providing key illustration of the use of the Code of Good Practice, the aim is to create a Case Bank on Civil Participation, which would include different examples of good practice throughout Europe and would serve as a reference tool for all users of the Code of Good Practice who wish to have first hand information on the concrete mechanisms for participation of NGOs and civil society organisations in the decision-making process in different countries.

#### How to use the template?

- Give the name and contact details of your NGO, contact person, website and the country/countries of operation.
- Give the title of your example of interaction between your NGO and public authority.
- Describe the factual background of the example you would like to submit to the case bank. For the benefit of an objective approach, you should describe:
  - a. the roles of the NGO in the process (whether it is at its own initiative or delegated by any other relevant stakeholder)
  - b. the role of the public authority (please specify which level of governance (national, regional or local) that has been your main partner).

*In order to do an easy comparison of the examples in the case bank, please tick boxes for the following questions:*

- Which tools and mechanisms were used to guarantee participation in the decision-making process.
- Which steps in the decision-making process corresponds to your example
- Which level of engagement corresponds to your example
  
- State the results/outcome of your project.
- Give an assessment (good / bad practice, obstacles etc)

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<sup>1</sup> 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.' 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.

Name of organisation	
Postal address of organisation	
E-mail address	
Website address	
Name of contact person	
Country/countries of operation	
Title of your project	
Implementation period of your project	
Short description of your project	
Role of NGO (what did your NGO do)	
Role of public authority (what did the public authority do)	
At what level :	
local	<input type="checkbox"/>
regional	<input type="checkbox"/>
national	<input type="checkbox"/>
European	<input type="checkbox"/>
Tools and mechanisms used	E-tools <input type="checkbox"/> (such online database/web-forum, e-petition/website)
	Hearings/public forums <input type="checkbox"/>
	Working group <input type="checkbox"/>
	Other <input type="checkbox"/>

What was your level of participation:	Information <input type="checkbox"/> Consultation <input type="checkbox"/> Dialogue <input type="checkbox"/> Partnership <input type="checkbox"/>
At which step(s) in the political decision-making process was your project involved	Agenda setting <input type="checkbox"/> Drafting <input type="checkbox"/> Decision <input type="checkbox"/> Implementation <input type="checkbox"/> Monitoring <input type="checkbox"/> Reformulation <input type="checkbox"/>
What were the results/outcome of your project	
Assessment (good / bad practice, obstacles etc)	