

## Guiding Questions and Checklists to plan which stakeholders to be engaged in the different stages of programme preparation

To ensure that there is diversity in partner selection, indicate in the following grid the name of the organisations that you are planning to involve, to assess if any stakeholder group is missing, under or overrepresented in the partnership. Assess if there is room of innovation in choice of partners, or if it is always the same organisations being represented. Take also in consideration if the choice of which organisations to be included as partners is based on their expertise or if some organisations are not considered because of political affiliation or the perspective they bring in.

PARTNERS	NO	MISSING	HARDLY INVOLVED	OVER REPRESENTED	WELL OVER REPRESENTED
<b>a) regional, local, urban and other public authorities</b>					
Regional authorities					
Local authorities					
Urban authorities (PS Cities and metropolitan areas)					
Other public authorities, including those responsible for horizontal principles and the implementation of equal treatment					
<b>b) economic and social partners</b>					
Representatives from business organisations or chambers of commerce					
Representatives from the social partners, i.e. employers' organisations and trade unions, including those representing SMEs and social economy organisations					
<b>c) relevant bodies representing civil society, such as environmental partners, non-governmental organisations, and bodies responsible for promoting social inclusion, fundamental rights, rights of persons with disabilities, gender equality and non-discrimination</b>					
Environmental partners					
Non-governmental organisations responsible for promoting social inclusion and fundamental rights					
Non-governmental organisations responsible for promoting rights of persons with disabilities					
Non-governmental organisations responsible for promoting gender equality and non-discrimination					
Other organisations or groups which are significantly affected or likely to be significantly affected by the implementation of the ESI Funds, in particular groups considered to be at risk of discrimination and social exclusion					

Bodies representing local action groups					
<b>d) research organisations and universities, where appropriate</b>					
Research organisations and universities					
Additional partners					
Youth organisations					
Women organisations					
Non-profit organisations representing migrants					
Networks, coalitions and partnerships focusing on specific areas relevant to the investment priorities chosen					
Social service providers (from the public, private, non-profit and social economy sectors)					
General public					
Others, please specify					

When you have indicated the list of partners that you are planning to involve in the drafting of Programmes and how many representatives for each category, you can assess if representation is balanced in terms of numbers, if some categories of partners are missing, if it is always the same organisations which have been involved or if you have brought some innovation. After having conducted this assessment, you can take corrective measures, if relevant.

*1. How are you (is the Managing Authority) planning to involve the different stakeholder groups in the development of Programmes?*

In the table below, for each category of partners, please indicate at which stage of the preparation of Programmes you are planning to involve them and how.

PARTNERS	DRAFTING	REVIEWING/DISSING	PUBLIC CONSULTATION	RECEIVING INFORMATION	NONE
<b>a) regional, local, urban, and other public authorities</b>					
Regional authorities					
Local authorities					
Urban authorities (PS. Cities and metropolitan areas)					
Other public authorities, including those responsible for horizontal principles and the implementation of equal treatment					
<b>b) economic and social partners</b>					
Representatives from business organisations or chambers of commerce					
Representatives from the social partners, i.e. employers' organisations and trade unions, including those representing SMEs and social economy organisations					
<b>c) relevant bodies representing civil society, such as environmental partners, non-governmental organisations, and bodies responsible for promoting social inclusion, fundamental rights, rights of persons with disabilities, gender equality and non-discrimination</b>					
Environmental partners					

Non-governmental organisations responsible for promoting social inclusion and fundamental rights					
Non-governmental organisations responsible for promoting rights of persons with disabilities					
Non-governmental organisations responsible for promoting gender equality and non-discrimination					
Other organisations or groups which are significantly affected or likely to be significantly affected by the implementation of the ESI Funds, in particular groups considered to be at risk of discrimination and social exclusion					
Bodies representing local action groups					
<b>d) research organisations and universities, where appropriate</b>					
Research organisations and universities					
<b>Additional partners</b>					
Youth organisations					
Women organisations					
Non-profit organisations representing migrants					
Networks, coalitions, and partnerships focusing on specific areas relevant to the investment priorities chosen					
Social service providers (from the public, private, non-profit and social economy sectors)					
General public					
Others, please specify					

2. *At which stage in the drafting process do you (does the Managing Authority) intend to involve partners?*

STAGES	YES/NO	HOW	LESSONS LEARNED FROM PREVIOUS EXPERIENCES
the analysis and identification of need			
the definition of selection of priorities and related specific objectives			
the allocation of funding			
the definition of Programme's specific indicators			
the implementation of the horizontal principles			
the composition of the monitoring committee			
partners are not involved in the drafting process			
Don't know			

Other guiding questions for Managing Authorities:

- *How is the MA going to ensure that the partners are selected via a transparent procedure?*

- *The European Code of Conduct on Partnership (ECCP), in article 11(b) specifies that partners should have at least 10 working days to receive documents or notices for meetings. What are the measures that the MA is planning to put in place to provide access to documents and information to the partners in time to effectively contribute?*
- *Is the MA planning to collect any description of comments and inputs raised from the partnership? If so, is the MA going to report how comments and inputs from partners have been taken on board?*
- *Is the MA going to involve partners in any consultation, i.e. Target Consultation, Public Consultation Event, Written/online public consultation during the Programme(-s) drafting process? If yes, what would be the added value? What are the expectations of the MA about involving partners in consultations? If not, what are the reasons for not involving partners?*
- *If the MA is going to involve partners in consultations, what are the measures put in place to ensure that enough time has been allocated for the consultation process?*
- *Which channels and fora is the MA going to use for communications and consultations concerning the draft document?*
  - a) Large hearings / meetings covering the entire Programme;
  - b) Thematic workshop on specific parts of the Programme;
  - c) Web-surveys;
  - d) Webinars;
  - e) Online workshops or conferences;
  - f) Social media fora (with room for commenting);
  - g) Public online consultations;
  - h) Publication of information via media;
  - i) Other (please, specify)
- *How is the MA going to apply the requirements of the European Code of Conduct on Partnership in the programming period?*