



DRAFT GUIDELINES FOR CONSULTATIONS PROMOTED BY THE ITALIAN SENATE

Global Legislative Openness Conference
Ukraine - Kiev
May 19-20, 2017

Principles

- ✓ **Impartiality and Correctness.** The impartiality of proceedings and pursuit of the general interest shall be ensured in consultation proceedings. Questions are formulated in such a manner as to exclude ambiguity and not influence the response.
- ✓ **Inclusion and Accessibility.** Consultations are addressed to all perspective stakeholders; equal opportunities to participate shall be ensured, avoiding the use of tools that broaden the digital divide.
- ✓ **Transparency and Openness.** The goals, domain, users and duration of a consultation, the modes of participation and the use of input received shall all be disclosed before the consultation begins through the usual tools ensuring public disclosure of Parliamentary proceedings and, in the case of consultations by invitation, through *ad hoc* communications. Full knowledge of the consultation shall be ensured through the publication of information and documentation on a specific section of the Senate website.
- ✓ **Feedback.** Adequate information shall be provided regarding the outcome of the consultation. Details on participation and all input received shall be disclosed, without prejudice to any confidentiality requirement expressed by consultees. The impact of the consultation on decisions made shall also be illustrated.

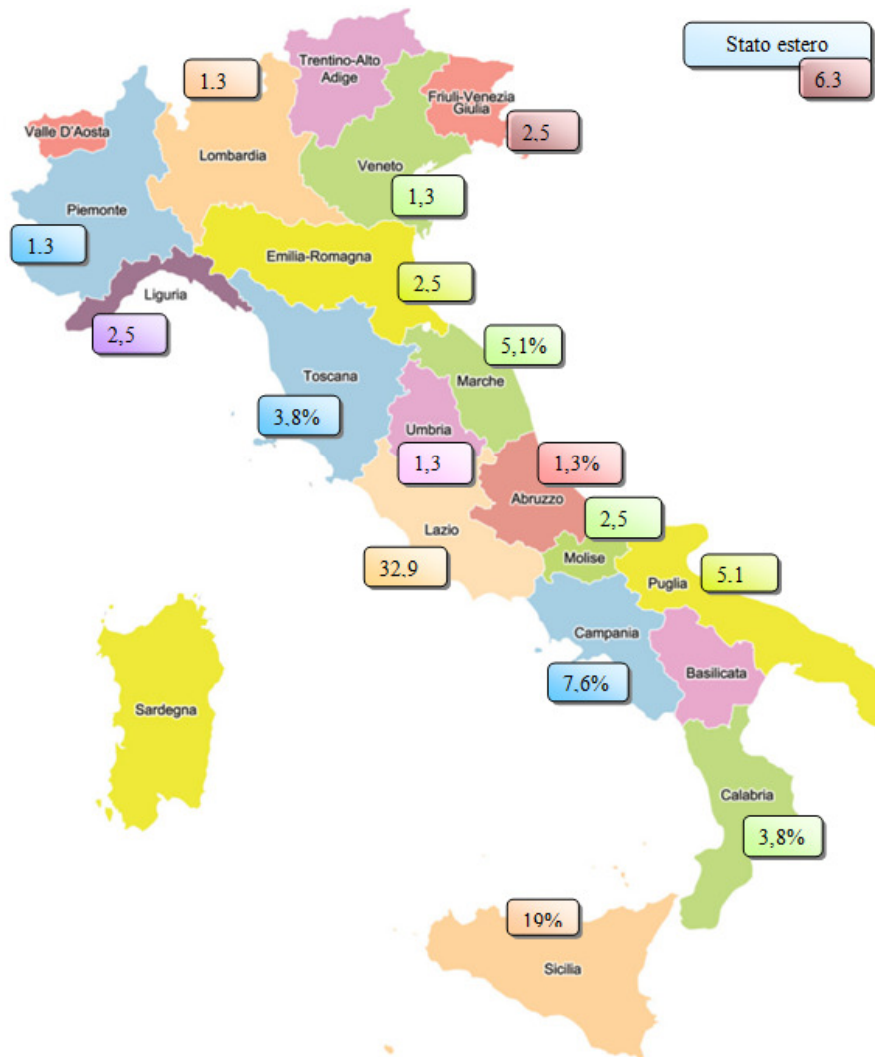


Requirements

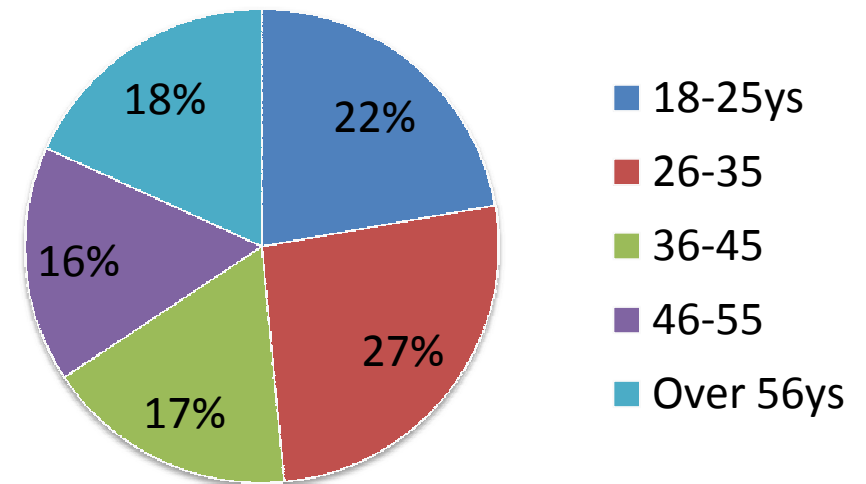
- ✓ **Structure and Adequacy.** A consultation shall be structured so as to be in line with its goals and users, by using tools of enquiry and technologies appropriate to the end goal. A consultation shall be prepared in such a manner as to ensure that data gathered may be analysed, compared and used for the purposes of making a decision.
- ✓ **Clarity.** Every communication about the consultation shall be easy to understand and contain all information necessary to foster informed participation by stakeholders.
- ✓ **Timeliness.** The consultation is to take place within a time span that allows for effective and significant participation, so as to ensure that such consultation shall actually be useful for the decision for which data is being gathered.
- ✓ **Confidentiality.** At all stages of a consultation, applicable legislation on confidentiality shall be complied with. The criteria for handling any personal and sensitive data collected during the consultation, and the disclosure provisions applicable to the input received shall be expressly set out before a consultations started.



Public consultation

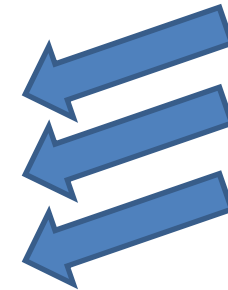


- 113 responses from citizens of all ages



Comments proposed

Principles	29,6%
Impartiality and Correctness	22,1%
Inclusion and Accessibility	35,4%
Transparency and Openness	34,5%
Feedback	26,5%



Requirements	19,5%
Structure and Adequacy	19,5%
Clarity	24,8%
Timeliness	20,4%
Confidentiality	13,3%

Thank you!

Contact:

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