

# Open Government Playbook



Transparency

Definition

The public is easily able to locate, understand, and use information about government activities, for instance: decision making, policy formulation, service provision, results.<sup>1</sup>

Governments ensure full transparency of their actions, processes and data, and information is published in a complete, open, understandable, easily-accessible, and free format.

Transparency can be proactive, e.g. actively publishing data and information of government processes and actions; and, reactive, e.g. responding to Freedom of Information (FOI) requests.

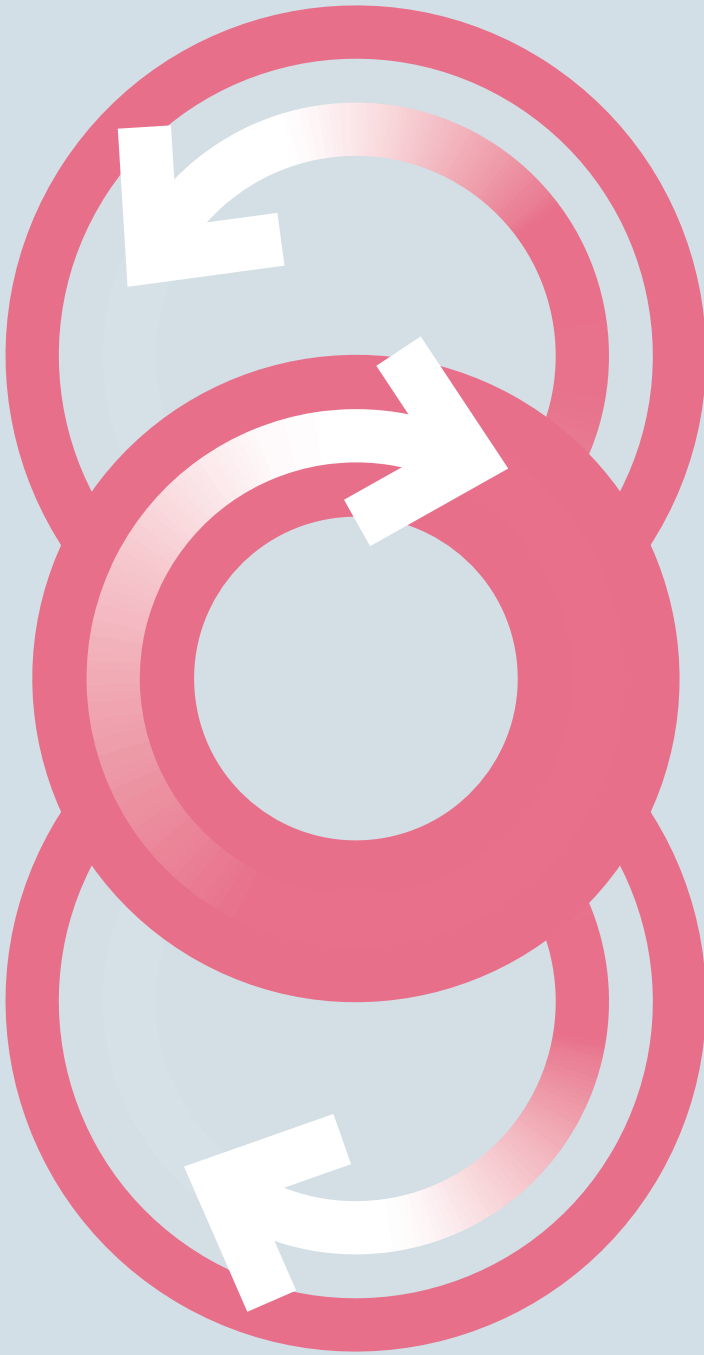
1. The Gov Lab (2013) Open Government – what's in a name  
<http://thegovlab.org/open-government-whats-in-a-name>

Transparency

Before

- Make information about the policy process public as soon as possible using, for instance blogs, announcements, social media or websites to publish:
- white papers
  - policy proposals
  - feasibility assessments
  - analyses
  - case studies
  - lessons learnt
  - timelines
  - stakeholder lists (including lobbyists and informal groups)
  - anticipated budgets
  - procurement data

## Transparency



Open Government Playbook promotes better **transparency, participation, and accountability** within government.

You can find out more by searching Open Government Playbook at **gov.uk**

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Transparency

During

Accurately capture the process of developing your project/policy.

Ensure the decision-making journey is available online in a timely manner, with opportunities for public input and feedback clearly marked.

Publish original documents and details of the meetings held, e.g. minutes and readouts, or a list of key issues discussed.

If running external consultations, capture and publish all activities and outcomes, and make them available to the public (if information and data is not sensitive, e.g. defined as GDPR or FOI exceptions).

Publish an aggregated statistical overview of the engagement, e.g. 10 roundtables with 60 stakeholders, 15 of whom were from the government, 30 from the civil society groups, and 15 from the private sector.

Transparency

After

Make evaluation reports and next steps public. Consider publishing reports in different formats to make them accessible to different groups of people (e.g. pdf, doc, and html formats).

Any data (with the exception of personal and sensitive data) generated during the project should be made publicly available on gov.uk in an open, machine-readable format.

Stick to the timeline of publishing this data, and be clear if there are any delays.