



ATTACHMENT 01

The Process for Centralised Online Public Consultations Before, During, After

This Standard procedure is to be followed when executing an online Public Consultation Exercise through the Ministry.

DEFINITIONS

Throughout these Procedures, the terms:

“*Contact Person*” shall be interpreted to refer to the Contact Person nominated by the concerned Ministry in line with the MSDC Guidelines issued on 13 November 2014 entitled “*Online Public Consultation on Laws*”.

“*Expert*” shall be interpreted to refer to the person appointed to manage the consultation process on behalf of the lead entity and who holds expert knowledge on the subject of the consultation.

“*Lead Entity*” shall be interpreted to refer to the ministry, department, agency and / or entity governed by the provisions of the Public Administration Act which is directing the effort to amend, update, revise or introduce a law, policy and / or initiative that is also being made open to online public consultation.

“*Ministry*” shall be interpreted to refer to the Ministry responsible for co-ordinating the online Public Consultations initiative.

“*Standard Procedure for Online Consultation*” is the procedure outlined in the attachment to the Directive entitled: “The Process for Centralised Online Public Consultations: Before, During, After”.

PRIOR TO THE PUBLIC CONSULTATION

The Role of the Lead Entity

- 1) It is imperative that the contact person informs the Ministry about the new public consultation in advance of the publication date.
- 2) The Ministry will provide a consultation document template in both English and Maltese.
- 3) The contact person shall identify the expert that will be responsible for managing the public consultation on behalf of the lead entity.
- 4) The expert shall furnish the contact person with the following information :
 - Proposed Consultation Start date;
 - Proposed Consultation Closing date;
 - Title of the theme for public consultation;
 - Background information;
 - List of consulting questions if applicable;
 - Relevant documents for consultation in PDF format;
 - A YouTube video url / image / banner if applicable;
 - Submission of feedback through:
 - Email address (it is recommended that a generic email is created for each different consultation exercise, example: consultationtitle@gov.mt) and / or,
 - Postal address and / or,
 - Online form (feedback received through the online form is redirected to the generic email address provided)
 - To specify if Consultation is *Legislative* (Green Paper / White Paper / Law to be amended / Legal Notices) or *Non-Legislative* (Policies / Projects / Initiatives / Strategies).
- 5) Using this information, the contact person shall fill in the consultation document template.
- 6) The contact person shall communicate with the Ministry on onlineconsultations@gov.mt to provide:
 - The completed consultation document template;
 - The expert's contact details;
 - The image or banner if applicable;
 - Any other related documents and / or information in PDF format.
- 7) The contact person shall ascertain that any relevant Press Releases include the public consultation platform address: www.konsultazzjoni.gov.mt

DURING THE PUBLIC CONSULTATION

Stage 1: Period for Open Public Consultation

This stage focuses on the receipt of receiving a wide array of submissions from all stakeholders. It should be complemented by efforts promoting the consultation exercise.

- 8) The Ministry shall create the public consultation page for the initiative.
- 9) The public is requested to submit its comments.
- 10) The public submits its comments.
- 11) The Lead Entity acknowledges receipt of comments.

Stage 2: Conclusion of the Public Consultation Period

This stage focuses on closing the public consultation on the specified date.

The Ministry will:

- 12) Close the public consultation and inform the contact person and / or the expert accordingly.

Stage 3: After the Public Consultation

This stage is to be used only when the public consultation is legislative. This stage focuses on filtering all the comments received and publishing the outcome report.

The Ministry will:

- 13) Update the contact person and / or the expert with the number of submissions received through the online form and if they were sent on behalf of an organisation or on a personal basis.
- 14) Request statistical information with regard to the number of submissions received by post, by email, by social media or by other channels and if they were sent on behalf of an organisation or on a personal basis.
- 15) Provide feedback moderation guidelines to be used as a guide to filter which comments will be published.
- 16) Send a report template to be duly filled in by the expert within **one month** from closing date of the public consultation.

The Contact Person and / or the Expert shall:

- 17) Collect all feedback received and acknowledge receipt thereof within five days.
- 18) Moderate all feedback received and select the feedback which is adequate for publication.
- 19) Compile statistical information featuring the number of submissions received, through mail, email, social media and other channels and if they were sent on behalf of an organisation or on a personal basis. Once compiled, this information should be sent to the Ministry on onlineconsultations@gov.mt within one month.

The Expert shall:

- 20) Using the report template sent by the Ministry, prepare a final report based on the feedback received and the way forward.
- 21) Submit the report to the Ministry on onlineconsultations@gov.mt within **one month** from the closing date of the public consultation.

The Ministry will:

- 22) Publish the report on the public consultation webpage.

Stage 4: Archiving

The consultation page and related information is taken offline and archived.

- 23) After five years from the conclusion of the Public Consultation (Stage 2 / 3), the public consultation web-page will be taken offline and all related information will be archived.