

# COMMUNITY ENGAGEMENT

## Phase II: Establishing Community Engagement Infrastructure



### Activity 12: Increase Transparency Checklist and Work Plan

#### Goals

1. Understand current level of transparency
2. Determine goals for transparency
3. Prioritize areas of work for the coming year

#### Prerequisites

None

#### Who Should Participate?

Program staff (operational expertise)

#### Length

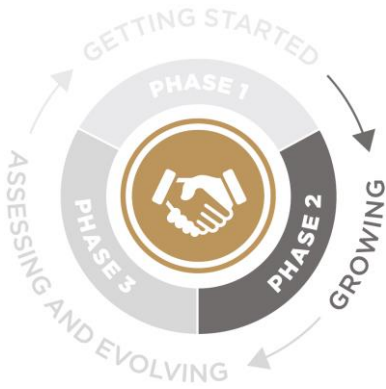
60 minutes

#### Definition

Transparency is “operating in such a way that it is easy for others to see what actions are performed. Transparency implies openness, communication, and accountability.”

- [https://en.wikipedia.org/wiki/Transparency\\_\(behavior\)](https://en.wikipedia.org/wiki/Transparency_(behavior))

**This activity consists of pre-work, a group activity, and a work plan. See pages 2-3 for the pre-work survey, group activity instructions, and sample work plan.**



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### Activity 12: Increase Program Transparency

#### Pre-Work

Take straw polls to gain a sense of where participants think the program is in terms of transparency. This can be done with a survey tool or informally at events. Make sure to target different stakeholder groups. Share results with activity participants in advance. Example questions are included below; in all cases, a **zero indicates that only targeted individuals can access information, and a ten that information is open to anyone.**

Overall, do you see a general consensus, or is there a range of opinions?

How would you rank current program transparency?



How would you rank current governance process transparency?

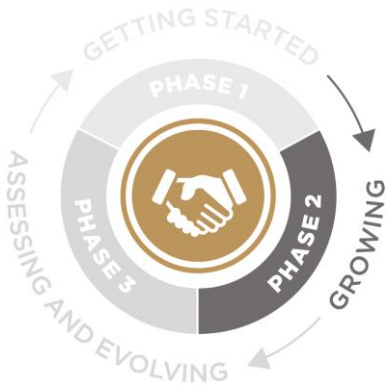


How would you rank current technical documentation transparency?



How would you rank current financial information transparency?





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### Activity 12: Increase Program Transparency

#### Activity Instructions

1. As a small group, review the prework results.
2. Brainstorm a list of ways to increase transparency for your program, with a focus on those elements in the pre-work that were deemed less transparent.
  - a. Set objectives for the number of ideas to be listed and the time to be spent, e.g. “Let’s spend 10 minutes coming up with a list of 30 new ideas.”
3. As a group prioritize areas of work for the coming year using a sticker vote.
  - a. In a sticker vote, each participant is assigned a number of stickers - these can be physical stickers in an in-person event or a specified piece of text (e.g., +1) in a virtual environment. Participants place their stickers or text alongside the options they’re voting for, according to the parameters of the exercise (e.g., most important, most likely, most interesting, etc.).
4. Document prioritization decisions for future reference.
  - a. For example, some financial information may not be made public, and that could be noted so that newer participants will understand it was a deliberate decision vs. not a high priority to work towards.
5. Create a work plan for the prioritized areas (sample below).

#### Work Plan Template (examples in *blue italics*)

Task	Area of Improvement	Responsible	Timeline
<i>Create an annual report</i>	<i>Governance and financial transparency</i>	<i>Program manager</i>	<i>Complete in the quarter after close of fiscal year</i>
<i>Regularly distribute/share technical roadmap</i>	<i>Technical documentation transparency</i>	<i>Technical lead</i>	<i>Quarterly</i>
<i>Publish bylaws</i>	<i>Governance transparency</i>	<i>Chair, Program manager</i>	<i>Annually in line with governance elections</i>

#### Next Steps

- Consider redoing the survey annually to see progress.
- Determine if there is value in a way to tabulate feedback to see how different stakeholder groups are responding.