The process of ERP preparation is described in the Guidance Note that the European Commission publishes each year. Country teams are obliged to organize a public consultation process on the draft ERP, describe it and submit it as an Annex to the ERP.

**ERP Guidance Note extract:**

» To create ownership and the broadest possible political support, it is crucial to involve and consult other stakeholders such as the business community, social partners and civil society, the national parliament and regional and local authorities. These actors should ideally be involved throughout the process and be consulted on i) the analysis of obstacles to competitiveness and inclusive growth identified by the government, ii) the reporting on the implementation of the targeted policy guidance and previous reform programmes, and iii) the identification and formulation of key reforms. However, at a minimum, a first complete draft of the ERP should be subject to a public consultation whereby the draft is made public for a minimum of two weeks. This public consultation should be launched no later than 22 November to allow sufficient time to incorporate comments into the draft. Adequate consultations with the social partners' organisations in line with the national tripartite consultation mechanisms should take place as well.

7. **INSTITUTIONAL ISSUES AND STAKEHOLDER INVOLVEMENT (MAX 1 PAGE)**

Involvement and participation of all actors is essential to ensure ownership and facilitate progress on the implementation of the policy guidance and reforms. This section should explain the institutional process for the preparation and approval of the Economic Reform Programme as well as the public consultation. The section should include information on:

- The government ministries and agencies involved in the process and how the coordinator arbitrated different interests.
- The process by which regional and local authorities were involved in the preparation of the programme and in the implementation of the past policy guidance and commitments.
- When the programme was presented to the national Parliament and the outcome of the discussions.
- The process by which social partners (employers’ associations and trade unions) and civil society were consulted in the preparation of the programme and their main comments and the extent to which their comments have been taken on board.

In addition to explanations given in this section, partner countries are asked to include the main comments of civil society and any written contributions from external stakeholders in Annex 2. This section should not be longer than 1 page.«
**ERP should be subject to a specific and separate external consultation, giving stakeholders the opportunity and sufficient time to comment on a draft version of the ERP.**

In order to inform the readers on all pieces of the required information, it is advisable to use the following customized draft text for the “one-pager”:

**Possible Template for ERP Chapter 7: INSTITUTIONAL ISSUES AND STAKEHOLDER INVOLVEMENT**

The Economic Reform Programme (ERP) 202__-202__ cycle was officially kicked off by the European Commission in ____ 202_ (when).

The ERP 202__-202__ was prepared in close collaboration between the following ministries: Ministry of Finance; Ministry of Infrastructure, Ministry of Energy; Ministry of Agriculture and Rural Development; Ministry of Health, Ministry of Social Protection, Ministry of Education, Sports and Science, Ministry of Environment, ____________, as well as the following government agencies: ____________________ and the central bank (whatever applicable).

Regional and local authorities (name a few ________) were involved in the preparation of the programme and its implementation by________ (date and contents).

The Decree of the Prime Minister No. ____, dated _____ defines the framework for coordinating the ERP process at the national level and designates the Ministry of ____ with the function of National ERP Coordinator. In this role, coordinator arbitrated between ____________________ (list the main conflicting matters and how they were solved).

The ERP was presented to the national Parliament (name the exact body / committee) on __________ (date) and the outcome of the discussions was (list the main conclusions).

On top of the mentioned government, regional, local and parliamentary partakers, the following stakeholders were consulted in the preparation process:

- social partners (employers’ associations and trade unions – list them, date of consultation / presentation)
- civil society (NGOs, CSOs - list them, with dates)
- any other consultations? (chambers of comers, foreign embassies, international organizations, FISR project, development and integration partners, business associations, universities) from ________ (date) to ________ (date).

All the feedback, comments and suggestions received as part of the stakeholder consultation process was disseminated to the line ministry / agency in charge for consideration and inclusion, under their discretion, in their revised contributions to the ERP. Annex II includes all of the main comments received during that consultation process, as well as feedback to main comments and the extent to which they have been taken onboard.
For the **Annex II**, a draft table is advisable with the following fields:

<table>
<thead>
<tr>
<th>Remark area</th>
<th>Comment explained</th>
<th>Contributed by which stakeholder</th>
<th>Status of comment (accepted/rejected)</th>
<th>Comment (especially if rejected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure #16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You are free to use the format of your choice.

**Please note that ERP is the government policy document. It should by all means be discussed by various stakeholders, but the ultimate responsibility for the success or failure of the economic policy measures' design and their implementation is in the government’s hands.**