



## > DESIGN YOUR OWN INCLUSIVE PROCESS

Once a mandate or requirement is established, a government agency and their staff must have an implementation plan. Consider these initial questions when beginning to create an inclusive policy design process.

### > WHO IS RESPONSIBLE FOR DEVELOPING AND DELIVERING THE FINAL POLICY RECOMMENDATIONS?

Will the government agency create a committee/advisory group with decision-making authority? Will that decision-making authority be absolute or will the committee/advisory group issue recommendations to be considered by a final decision-maker(s)?

Who will select committee/advisory group members? How can the selection process be designed to foster greater trust and collaboration from inception?

### > WHO WILL RECRUIT, OPERATIONALIZE, AND MANAGE A STAKEHOLDER ENGAGEMENT DESIGN TEAM?

Will staff from the government agency assume the responsibility of managing the Stakeholder Engagement Design Team? If so, how will this impact their current workstreams? Are staff trained on how to lead an inclusive stakeholder engagement process?

Will the government agency contract out the Stakeholder Engagement Design Team responsibilities to a neutral, third-party entity? Are there resources in place? What will the procurement/selection process entail?

### > WHO WILL DESIGN, COLLECT, ANALYZE, AND SHARE STAKEHOLDER FEEDBACK?

Will this work be performed by staff from the government agency? What are the advantages and disadvantages to doing this work “in-house”? Are staff trained on large-scale data collection efforts, such as conducting focus groups and designing surveys?

Will neutral third-party contractors be solicited to perform these tasks? What are the advantages and disadvantages to outsourcing this work? Are the requisite resources in place to compensate contractors? What will the procurement/selection process entail?