

PUBLIC

DOCUMENT OF THE IDB GROUP

**PUBLIC CONSULTATION PROCESS PLAN  
INSTITUTIONAL STRATEGY  
2023**

**MAY 2023**

This document and the tools for the consultation process were prepared by VPC/VPC with the collaboration and input of SPD/SMO, KIC/DCC, and ITE/IPC, as well as contributions from several country offices.

## TABLE OF CONTENTS

I.	CONTEXT AND BACKGROUND .....	1
II.	GENERAL OBJECTIVE OF THE OVERALL PROCESS.....	1
III.	NATURE OF THE CONSULTATION.....	1
IV.	ROLES .....	1
V.	MODALITY .....	1
VI.	AUDIENCE .....	1
VII.	METHODOLOGY .....	2
VIII.	PHASE I.....	2
IX.	PHASE II: CLOSING OUT AND RETURNING INPUTS RECEIVED .....	4
X.	ANNEX .....	4

## ABBREVIATIONS

Bank	For the purposes of this document, “Bank” refers to the IDB Group
CSOs	Civil society organizations
IS	Institutional Strategy
ITE	Technology Department
KIC	Knowledge, Innovation, and Communication Sector
LAC	Latin America and the Caribbean
SEC	Office of the Secretary
VPC/VPC	Vice Presidency for Countries

## **I. CONTEXT AND BACKGROUND**

- 1.1 In April 2023, Management presented a proposal for preparation of the draft for the new Institutional Strategy (IS) to the IDB and IDB Invest Boards of Executive Directors, which approved it for submission to public consultation with stakeholders.
- 1.2 In line with this, the main outlines of this stakeholder Consultation Plan for the IS draft document were submitted to the Board for information. This plan reflects and applies the lessons learned, both from the IDB Group's experience in public consultations, and from the specific consultations for previous institutional strategies.

## **II. GENERAL OBJECTIVE OF THE OVERALL PROCESS**

- 2.1 To receive opinions and input from stakeholders, orally or in writing, that help: (i) enhance the quality of the strategy document; and (ii) enrich the Bank's understanding of the outlook, perceptions, and implementation priorities of the three main development actors/stakeholders—governments, private sector, and civil society—concerning the strategy areas of the IS.

## **III. NATURE OF THE CONSULTATION**

- 3.1 This consultation is nonbinding for the Bank. The inputs provided within the scope of this process will be taken into consideration. Including them in the final document is at the Bank's discretion.

## **IV. ROLES**

- 4.1 The consultation process will be led by the team of the Vice Presidency for Countries (VPC/VPC) and implemented by the country office teams, led by the Bank's Representative in each country.
- 4.2 The Strategy Monitoring Division (SPD/SMO) will take the lead on matters related to the technical content of the IS.
- 4.3 The Knowledge, Innovation, and Communication Sector (KIC) and the Information Technology Department (ITE), together with the Office of the Secretary (SEC), will form part of the team leading their respective areas.

## **V. MODALITY**

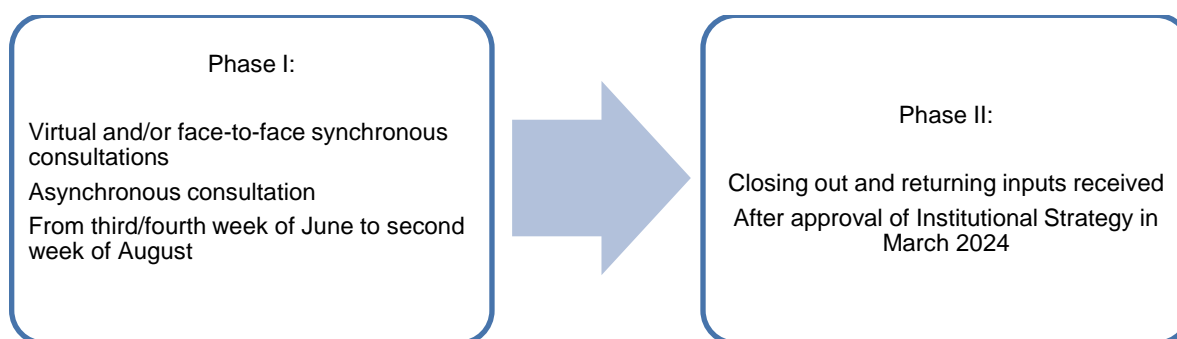
- 5.1 This proposal includes virtual and face-to-face synchronous (real-time) consultations and a virtual asynchronous (deferred-time) consultation open simultaneously and throughout the public consultation period.

## **VI. AUDIENCE**

- 6.1 The synchronous or real-time consultations will be with representatives of government, the private sector, and civil society organizations working in one or more sectors identified in the strategy areas.
- 6.2 The asynchronous or deferred-time consultation will be open to anyone who thinks their input will add value to the IS document.

## VII. METHODOLOGY

- 7.1 The synchronous consultations will be by invitation, to have an audience number that allows each participant to participate equitably. Group methodologies will be followed, when more than 20 people are in attendance.
- 7.2 The asynchronous consultation will ensure that the consultation process is accessible to an unrestricted number of people who think their input will add value to the consultation process and IS final document.
- 7.3 Based on best practices in public consultations and stakeholder inclusion, a two-phase consultation process is proposed:



## VIII. PHASE I

- 8.1 Virtual and face-to-face real-time consultations and asynchronous consultation with representatives of government, the private sector, and civil society working in one or more IS strategy areas.
  - 8.1.1 This phase has a pedagogical component, both for the Bank to learn from local counterparts and potential new knowledgeable sources on the subject, and for the target audience to access a presentation outlining the importance of the issue and why the Bank is updating its policy. It also provides a safe, open forum for hearing and receiving comments and viewpoints.
- 8.2 **Objective:**
  - 8.2.1 Contribute to making the new IS proposal more robust by gathering input with perspectives from different groups working in the IS strategy areas;
- 8.3 **Synchronous consultations (real-time)**
  - 8.3.1 Audience: Potential participants will be identified with the Country Office in each country, ensuring the participation of:
    - 8.3.1.1 Governments: Officials with experience working in one or more IS strategy areas.

8.3.1.2 Private sector: Representatives of businesses, industries, private sector organizations with experience working in one or more IS strategy areas.

8.3.1.3 Civil society: Organizations working in or for one or more countries of Latin America and the Caribbean, locally, regionally, and internationally,

8.3.1.3.1 Boards, foundations, organizations of Indigenous peoples, Afro-descendants, campesinos, rural communities, women's groups, LGBTQ+ persons, vulnerable groups, nongovernmental organizations, social enterprises, religious organizations, etc.

8.3.2 Invitation: Invitations will be sent fifteen (15) days in advance of the consultation to the participants identified on the above criteria.

8.3.3 Materials: Content to be shared: 1. this Consultation Plan, to provide context for the overall process; 2. an agenda for the session with guidance from the consultation team led by the Bank's Representative in the country; and 3. a visual presentation summarizing the development priorities identified by the Bank, along with the consultation questions.

8.3.4 Number of consultations: Each Country Office will implement at least three (3) synchronous consultations per country (one for each stakeholder/actor). Regional consultations may be added.

8.3.5 Language: The country's official language.

8.3.6 Number of participants: An average of 50 to 70 participants will be invited to each session. Average attendance of at least 15 to 20 participants is expected in the room.

8.3.7 Length: The minimum length will be two (2) hours for gathering opinions that can contribute to enriching the new IS.

8.3.8 Methodology: Depending on the number of participants in attendance, there will be an assessment as to whether participants need to be divided into subgroups, so as to facilitate participation and receipt of input to be shared in a plenary session.

8.3.9 Deliverables:

8.3.9.1 1. Mapping of stakeholders/actors; 2. list of invitees and participants broken down by gender, stakeholder/actor, work sector, and country represented (in predetermined format); 3. inputs received (in predetermined format); and 4. communication materials for positioning the process; 5. presentation (PPT) at the sessions.

#### 8.4 **Asynchronous consultation (deferred-time)**

8.4.1 Invitation: This open format does not require prior invitation. A communication campaign disseminating and positioning the consultation process will provide the link to participate.

8.4.2 Materials: The same materials will be shared as for the synchronous consultation.

8.4.3 Deliverables: 1. Mapping of stakeholders/actors; 2. inputs received; and 3. communication materials for positioning the process.

## **IX. PHASE II: CLOSING OUT AND RETURNING INPUTS RECEIVED**

9.1 **Objective**: Inform the participants of the synchronous and asynchronous consultations about the input received and considered that was, and was not, included in the final version of the Institutional Strategy approved by the Boards of Executive Directors.

9.2 **Audience**: Any person and organization participating in Phase I of the public consultation process.

9.3 **Content shared with the audience**: The following will be shared by email, as well as on the Public Consultation website and [Public Consultation Process Virtual Platform](#):

9.3.1 The new Institutional Strategy approved by the IDB and IDB Invest Boards of Executive Directors; the methodology and criteria for including, or not including, input; list of input considered that was, and was not, included in the final document.

9.3.2 Deliverables: 1. Final report of the overall consultation process; 2. final georeferenced list of participants and invitees broken down by gender, stakeholder/actor, work sector, and country; and 3. input received and considered that was, and was not, included in the final IS document.

## **X. ANNEX**

I. [Final georeferenced mapping of stakeholders/actors](#) in three languages.