



Office of the
Principal Permanent Secretary

Directive no. 6

CONSULTATION EXERCISES WITH STAKEHOLDERS

Issued on the 24 February 2011 by the Principal Permanent Secretary in terms of article 15 of the Public Administration Act.

1. APPLICATION OF THIS DIRECTIVE

- 1.1. Effective consultation is an inherent means of ensuring stakeholder involvement in decision making, and a process which contributes towards achieving a more robust process in decision making.
- 1.2. Over the years there have been a number of consultation exercises which have positively contributed towards shaping the country's agenda. Major reforms have seen intensive consultation exercises with positive outcomes. All secondary legislation has to be accompanied by a Legal Notice Checklist which, amongst other factors, seeks to present the extent of consultation undertaken and the views expressed by stakeholders.
- 1.3. Based on the lessons learnt, it is now time to entrench consultation as an inherent part of policy formulation, in charting out current and future regulatory provisions and in programme implementation.
- 1.4. This Directive gives a common framework of the suggested procedure which Government consultation exercises with stakeholders are to follow. The document 'Parameters for Consultation Exercises with Stakeholders', attached to this Directive, is being provided as the official Guideline to this Directive. Any government entity undertaking a consultation exercise is expected to justify any deviations from the framework put forward in the accompanying 'Parameters for Consultation Exercises with Stakeholders' .
- 1.5. This Directive applies to all ministries, departments, agencies and other entities falling under the Public Administration Act, and to all their employees.

2. CONSULTATION PROCEDURES WITH STAKEHOLDERS

- 2.1. By virtue hereof, the 'Parameters for Consultation Exercises with Stakeholders' and all the processes contained therein shall have the status of an official Guideline to this Directive issued by the Principal Permanent Secretary in terms of the Public Administration Act.

- 2.2. These 'Parameters for Consultation Exercises with Stakeholders', introduce a set of processes that ought be followed when preparing and conducting a consultation exercise.
- 2.3. The [attached document 'Parameters for Consultation Exercises with Stakeholders'](#) is to be considered as the official Guideline issued by the Government of Malta in respect of this Directive and it is thus imperative that these are consulted and considered when preparations for a Consultation Exercise are underway.
- 2.4. Further information about this Guideline, and its application, can be obtained by contacting the Management Efficiency Unit.

3. IMPLEMENTATION

- 3.1. Compliance to this Directive will be monitored by the Management Efficiency Unit, Office of the Prime Minister, which will undertake random checks for this purpose. To this effect all government departments and entities shall make any information requested by the Management Efficiency Unit available to it when it is conducting a compliance monitoring exercise irrespective of the methodology used by the MEU in conducting such monitoring. .
- 3.2. Additionally the Cabinet Office will be monitoring the Legal Notice Checklist with a view to ensuring the extent to which the line entity has actually abided by the 'Parameters for Consultation Exercises with Stakeholders' whenever the process of consultation is required and to determine, where applicable, the justification for any departure from this Guideline.
- 3.3. This Directive shall apply indefinitely unless revoked.

Dr G. Grima
Principal Permanent Secretary

Encl.

Parameters for Consultation Exercises with Stakeholders