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## Preparatory Action

**“Roma Civil Monitoring – Strengthening capacity and involvement of Roma and pro-Roma civil society in policy monitoring and review”**

(Contract no. JUST/2020/RPAA/PR/EQUA/0095)

### Guide on Sustainable Participation

### Mapping the institutional landscape

13 Mayo 2022



The *Roma Civil Monitor 2021-2025* initiative, with the full title “**Preparatory Action – Roma Civil Monitoring – Strengthening capacity and involvement of Roma and pro-Roma civil society in policy monitoring and review**”, is being implemented by a consortium led by the [Democracy Institute](#) of [Central European University](#) (DI/CEU), and including the [European Roma Grassroots Organisations Network](#) (ERGO Network), the [Fundación Secretariado Gitano](#) (FSG) and the [European Roma Rights Centre](#) (ERRC) under a service contract with the [European Commission’s Directorate-General Justice and Consumers](#) (DG Just).

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## Introduction

The initiative “Preparatory Action – Roma Civil Monitoring – Strengthening capacity and involvement of Roma and pro-Roma civil society in policy monitoring and review” (RCM 2021-2025) aims to strengthen the participating organisations’ capacities to engage in constructive dialogue and cooperation with public authorities responsible for Roma inclusion, equality, and fight against racism and discrimination, mainly at national but also at regional and local levels. RCM coalitions will be equipped with necessary knowledge and tools that will help them to position themselves on the political agendas. It aims at supporting RCM Coalitions to become a key (improved) advocacy actor.

To that end, support will be provided throughout the life of the project since sustainable participation needs to be understood as an ongoing and growing practice that will be maintained beyond the project itself.

## Aim and timeline

Building sustainable participation of RCM Coalitions with key stakeholder within their territories is a key and specific task within the current RCM project. Providing the necessary capacities as to have a substantial impact on the capacities of participating organisations.

The working plan for the whole RCM’s model of sustainable participation is as follows:

The model of sustainable participation entails not just developing advocacy and communication skills for wider participation in a dialogue with national stakeholders such as national Roma contact points, equality bodies, managing authorities and committees of operational programmes and other institutions, and wider civil society and media, but also sustaining these skills within coalitions to be further applied beyond the current project.

| Main elements of the entire sustainable participation process  |  |                         |
|--|--|-------------------------|
| Outputs  | Deadline   | Who is responsible      |
| 1. Guide on sustainable participation: mapping the institutional landscape ( <b>THE PRESENT DOCUMENT</b> ) | May 2022   | FSG/RCM Consortium      |
| 2. Development of Mapping by RCM Coalitions  | September-October 2022                           | National RCM Coalitions |
| 3. Toolkit for sustainable participation (practical tool to support the advocacy work)                     | November – December 2022                         | FSG/RCM Consortium      |
| 4. Drafting of National Sustainable Cooperation Plans (NSCPs) per each Coalition                           | Beginning 2023                                   | National RCM Coalitions |
| 5. Implementation and communication of activities planned in NSCPs, per each Coalition                     | First quarter of 2023                            | National RCM Coalitions |
| 6. Regular reporting and review of NSCPs, per each Coalition   | Every six month upon approval of NSCPs 2023-2025 | National RCM Coalitions |

The positive performance of the advocacy role requires a number of skills and abilities, and these will vary significantly depending on the RCM Coalitions from the different clusters. Therefore, the support will be established according to the needs assessment on partnership cooperation or each RCM2 Coalition.

To that end, the process starts with this Guide that focuses on the preliminary task necessary to start advocacy, namely, the understanding of the context: the mapping of who the key actors are, what are their main responsibilities and the relevance, what are the ongoing processes and structures for potential participation, identification of relevant entities/structures with whom it would be important for Coalitions to participate and develop cooperation.

Coalitions are invited to follow the questionnaire that is provided in the next section having a two-fold purpose:

1. To serve as a guide to build the knowledge around the institutional landscape in a given context that will allow for future targeted and efficient advocacy.
2. To identify gaps and needs that could be later responded to in order to improve the advocacy work ahead.

The outcome of this exercise of mapping the institutional landscape will feed the drafting of the Toolkit so that it becomes a practical and useful tool for improving the advocacy work that the Coalitions will carry out during the project. It will also serve to better and further align the project communication and capacity-building activities and to gather positive experiences for a later exchange of practices between Coalitions.

## Method

This short survey is aimed at supporting the understanding and mapping of the overall institutional landscape in which you, as Coalitions, are and should be functioning, as well as an initial self-assessment of your role as advocacy organizations. This questionnaire aims to guide you identify key stakeholders (particularly working on Roma issues and those that don't but should consider Roma as part of their responsibilities) and reflect on the opportunities offered by these institutional stakeholders as well as of the advocacy work you have so far carried out with the aim to identify gaps and room for improvement. Your responses will be a guideline for us as they will feed in the content of a short and practical Toolkit to support you in your advocacy and participatory policy development work. The survey seeks to research the following 3 areas:

**Block 1: Mapping of existing national institutions that can be targeted for Roma advocacy including those not explicitly targeting Roma, but relevant for Roma inclusion/equality. The main focus will be given to public actors at national level, but also considering non-governmental platforms which could be of interest to cooperate with as means for common advocacy purposes.**

- Name of institution(s)
- The existing mechanisms and processes that these institutions may have/use (for example, regular working groups, consultations and meetings, public feedback on policies and documents in the process of their making)
- Institutional capacities, willingness, and openness to engage with outside stakeholders (participation and feedback):

In addition to the mapping of these institutions, we would also like to explore the Coalitions':

- Previous or current involvement in these mechanisms, relevance and their motivation to join

**Block 2: RCM Coalitions' advocacy experience and performance assessment of their own advocacy work.**

**Block 3: Assessment of the needed advocacy capacities (to be further developed by the RCM Coalitions).**

**Questionnaire on sustainable participation**

|  |  |
|--|--|
| <b>Name of Coalition</b>   |  |
| <b>Country</b>   |  |
| <b>Date</b>  |  |
| <p><b>BLOCK 1. In this block we kindly ask you to focus on mapping of institutions, mechanisms and processes relevant for advocacy for Roma inclusion/equality (and those not explicitly targeting Roma, but relevant for Roma inclusion/equality) at the national level as they exist in your countries.</b></p>  |  |
| <p><b>1. Please list the institutions in your country that are relevant for the advocacy work on Roma inclusion/equality in the following areas below (Some of these may not be specific for Roma but may relate to advocacy work on Roma).</b></p> <p>Then, also describe what mechanisms, processes are in place to allow for advocacy and civic participation on issues relevant for Roma in your country (<i>Please use as many headings "names and mechanisms and processes" as you may need</i>).</p> <p>Also define to what degree the above bodies have the institutional capacities, willingness, and openness to engage with outside stakeholders (participation and feedback). We kindly ask you to focus more on the institution, not on your experience with them. <i>Please rate on a scale from 1 to 5 the level of their institutional capacities to accommodate participation (1 being the lowest and 5 being the highest):</i></p> <p>And finally, please also share your experience (previous or current, if any) of being involved in any of the above mechanisms.</p> <p><b><u>A. Overarching government or human rights bodies, such as the Cabinet or the Ministers' Councils, the Ombudsman Office, etc... with a focus on Roma or minorities – regarding human rights, Roma exclusion in general, etc.</u></b></p> <ol style="list-style-type: none"> <li>Name of institution(s):</li> <li>Mechanisms and processes:</li> <li>Please rate to the best of your knowledge, the institutional capacities to be participatory to outside stakeholders (please rate on a scale from 1 to 5, 1 being the lowest rate)</li> </ol> <p><b>1. .... 2..... 3. .... 4. .... 5. ....</b></p> <p>Please briefly explain your ranking.</p> <ol style="list-style-type: none"> <li>What in your opinion are the existing barriers for the above institutions to be participatory? Please provide a short explanation of your responses.</li> <li>What mechanisms and processes are you currently or have you been previously involved in that you consider relevant. Please mention the type of structure: committees, round tables, commissions, working groups, EU funds committees, campaigns, others and briefly describe your participation (please respond by marking the correct answer with an X and provide a short explanation) and briefly assess your motivation and participation:</li> </ol> <p>Yes</p> |  |

No

If yes, please describe the mechanism and your participation.

**B. National Roma Contact Point, Roma Councils and other specific structures for Roma equality, inclusion and participation**

1. Name of institution(s):
2. Mechanisms and processes:
3. Please rate to the best of your knowledge, the institutional capacities to be participatory to outside stakeholders (please rate on a scale from 1 to 5, 1 being the lowest rate)

1. .... 2..... 3. .... 4. .... 5. ....

Please briefly explain your ranking.

4. What in your opinion are the existing barriers for the above institutions to be participatory? Please provide a short explanation of your responses.
5. What mechanisms and processes are you currently or have you been previously involved in. Please mention the type of structure: committees, round tables, commissions, working groups, EU funds committees, campaigns, others and briefly describe your participation (please respond by marking the correct answer with an X and provide a short explanation) and briefly assess your motivation and participation:

Yes

No

If yes, please describe the mechanism and your participation

**C. Structures/mechanisms to fight discrimination and racism such as the Equality Body, Commission against antigypsyism, human rights institutions, etc.**

1. Name of institution(s):
2. Mechanisms and processes:
3. Please rate to the best of your knowledge, the institutional capacities to be participatory to outside stakeholders (please rate on a scale from 1 to 5, 1 being the lowest rate)

1. .... 2..... 3. .... 4. .... 5. ....

Please briefly explain your ranking.

4. What in your opinion are the existing barriers for the above institutions to be participatory? Please provide a short explanation of your responses.
5. What mechanisms and processes are you currently or have you been previously involved in. Please mention the type of structure: committees, round tables, commissions, working groups, EU funds committees, campaigns, others and briefly describe your participation (please respond by marking the correct answer with an X and provide a short explanation) and briefly assess your motivation and participation:

Yes

No

If yes, please describe the mechanism and your participation

**D. Structures/mechanisms regarding poverty and social protection and relevant for Roma equality, inclusion and participation**

1. Name of institution(s):
2. Mechanisms and processes:
3. Please rate to the best of your knowledge, the institutional capacities to be participatory to outside stakeholders (please rate on a scale from 1 to 5, 1 being the lowest rate)

1. .... 2..... 3. .... 4. .... 5. ....

Please briefly explain your ranking.

4. What in your opinion are the existing barriers for the above institutions to be participatory? Please provide a short explanation of your responses.
5. What mechanisms and processes are you currently or have you been previously involved in. Please mention the type of structure: committees, round tables, commissions, working groups, EU funds committees, campaigns, others and briefly describe your participation (please respond by marking the correct answer with an X and provide a short explanation) and briefly assess your motivation and participation:

Yes

No

If yes, please describe the mechanism and your participation

**E. Structures/mechanisms regarding civil and political participation relevant for Roma equality, inclusion and participation**

1. Name of institution(s):
2. Mechanisms and processes:
3. Please rate to the best of your knowledge, the institutional capacities to be participatory to outside stakeholders (please rate on a scale from 1 to 5, 1 being the lowest rate)

1. .... 2..... 3. .... 4. .... 5. ....

Please briefly explain your ranking.

4. What in your opinion are the existing barriers for the above institutions to be participatory? Please provide a short explanation of your responses.
5. What mechanisms and processes are you currently or have you been previously involved in. Please mention the type of structure: committees, round tables, commissions, working groups, EU funds committees, campaigns, others and briefly describe your participation (please respond by marking the correct answer with an X and provide a short explanation) and briefly assess your motivation and participation:

Yes

No

If yes, please describe the mechanism and your participation

**F. Structures/mechanisms regarding early childhood development (ECD) and education and relevant for Roma equality, inclusion and participation**

1. Name of institution(s):
2. Mechanisms and processes:

3. Please rate to the best of your knowledge, the institutional capacities to be participatory to outside stakeholders (please rate on a scale from 1 to 5, 1 being the lowest rate)

1. .... 2..... 3. .... 4. .... 5. ....

Please briefly explain your ranking.

4. What in your opinion are the existing barriers for the above institutions to be participatory? Please provide a short explanation of your responses.
5. What mechanisms and processes are you currently or have you been previously involved in. Please mention the type of structure: committees, round tables, commissions, working groups, EU funds committees, campaigns, others and briefly describe your participation (please respond by marking the correct answer with an X and provide a short explanation) and briefly assess your motivation and participation:

Yes

No

If yes, please describe the mechanism and your participation

**G. Structures/mechanisms regarding employment and professional development and relevant for Roma equality, inclusion, and participation**

1. Name of institution(s):
2. Mechanisms and processes:
3. Please rate to the best of your knowledge, the institutional capacities to be participatory to outside stakeholders (please rate on a scale from 1 to 5, 1 being the lowest rate)

1. .... 2..... 3. .... 4. .... 5. ....

Please briefly explain your ranking.

4. What in your opinion are the existing barriers for the above institutions to be participatory? Please provide a short explanation of your responses.
5. What mechanisms and processes are you currently or have you been previously involved in. Please mention the type of structure: committees, round tables, commissions, working groups, EU funds committees, campaigns, others and briefly describe your participation (please respond by marking the correct answer with an X and provide a short explanation) and briefly assess your motivation and participation:

Yes

No

If yes, please describe the mechanism and your participation

**H. Structures/mechanisms regarding health care and prevention and relevant for Roma equality, inclusion and participation**

1. Name of institution(s):
2. Mechanisms and processes:
3. Please rate to the best of your knowledge, the institutional capacities to be participatory to outside stakeholders (please rate on a scale from 1 to 5, 1 being the lowest rate)

1. .... 2..... 3. .... 4. .... 5. ....

Please briefly explain your ranking.

4. What in your opinion are the existing barriers for the above institutions to be participatory? Please provide a short explanation of your responses.
5. What mechanisms and processes are you currently or have you been previously involved in. Please mention the type of structure: committees, round tables, commissions, working groups, EU funds committees, campaigns, others and briefly describe your participation (please respond by marking the correct answer with an X and provide a short explanation) and briefly assess your motivation and participation:

Yes

No

If yes, please describe the mechanism and your participation

**I. Structures/mechanisms regarding housing and infrastructure and relevant for Roma equality, inclusion and participation**

1. Name of institution(s):
2. Mechanisms and processes:
3. Please rate to the best of your knowledge, the institutional capacities to be participatory to outside stakeholders (please rate on a scale from 1 to 5, 1 being the lowest rate)

**1. .... 2..... 3. .... 4. .... 5. ....**

Please briefly explain your ranking.

4. What in your opinion are the existing barriers for the above institutions to be participatory? Please provide a short explanation of your responses.
5. What mechanisms and processes are you currently or have you been previously involved in. Please mention the type of structure: committees, round tables, commissions, working groups, EU funds committees, campaigns, others and briefly describe your participation (please respond by marking the correct answer with an X and provide a short explanation) and briefly assess your motivation and participation:

Yes

No

If yes, please describe the mechanism and your participation

**J. Structures/mechanisms regarding EU Cohesion Funds (ESF+, ERDF...)**

1. Name of institution(s):
2. Mechanisms and processes:
3. Please rate to the best of your knowledge, the institutional capacities to be participatory to outside stakeholders (please rate on a scale from 1 to 5, 1 being the lowest rate)

**1 .....2 .....3. ....4 .....5**

Please briefly explain your ranking.

4. What in your opinion are the existing barriers for the above institutions to be participatory? Please provide a short explanation of your responses.

5. What mechanisms and processes are you currently or have you been previously involved in. Please mention the type of structure: committees, round tables, commissions, working groups, EU funds committees, campaigns, others and briefly describe your participation (please respond by marking the correct answer with an X and provide a short explanation) and briefly assess your motivation and participation:

Yes

No

If yes, please describe the mechanism and your participation

**K. Non-governmental platforms regarding Roma rights or mainstream platforms relevant for Roma equality, inclusion and participation**

1. Name of institution(s):
2. Mechanisms and processes:
3. Please rate to the best of your knowledge, the institutional capacities to be participatory to outside stakeholders (please rate on a scale from 1 to 5, 1 being the lowest rate)

1. .... 2..... 3. .... 4. .... 5. ....

Please briefly explain your ranking.

4. What in your opinion are the existing barriers for the above institutions to be participatory? Please provide a short explanation of your responses.
5. What mechanisms and processes are you currently or have you been previously involved in. Please mention the type of structure: committees, round tables, commissions, working groups, EU funds committees, campaigns, others and briefly describe your participation (please respond by marking the correct answer with an X and provide a short explanation) and briefly assess your motivation and participation:

Yes

No

If yes, please describe the mechanism and your participation

**L. Please list any other structure/mechanisms not included above but relevant for Roma equality, inclusion and participation**

1. Name of institution(s):
2. Mechanisms and processes:
3. Please rate to the best of your knowledge, the institutional capacities to be participatory to outside stakeholders (please rate on a scale from 1 to 5, 1 being the lowest rate)

1. .... 2..... 3. .... 4. .... 5. ....

Please briefly explain your ranking.

4. What in your opinion are the existing barriers for the above institutions to be participatory? Please provide a short explanation of your responses.
5. What mechanisms and processes are you currently or have you been previously involved in. Please mention the type of structure: committees, round tables, commissions, working groups, EU funds committees, campaigns, others and briefly describe your participation (please respond by marking the

correct answer with an X and provide a short explanation) and briefly assess your motivation and participation:

Yes

No

If yes, please describe the mechanism and your participation.

**BLOCK 2. In this block, we would like to kindly ask you to share your experience and assess your performance of your own advocacy work.**

**1. In which of the above sectors/bodies in your opinion, you were most successful with your advocacy. Please state the sector, the mechanism, how you participated and what was your achievement. Please summarize in a short example your best achievements after you respond to the questions below (please mark the right answer with an X):**

**Example:**

**Specify sector:**

**Specify mechanism:**

- ✓ **You had a clear strategy and plan on how to advocate for your topic**
  - Yes
  - No
  - Please provide details for both answers.
  
- ✓ **You had a list of entry points and contacts to be used for your advocacy work and you approached the most suitable ones for your actions**
  - Yes
  - No
  - Please provide details for both answers.
  
- ✓ **You were equipped with data and research to serve as a basis for any evidence-based discussions illustrating your purposes**
  - Yes
  - No
  - Please provide details for both answers.
  
- ✓ **You used clear messages during your advocacy work with the most suitable structures and mechanisms**
  - Yes
  - No
  - Please provide details for both answers.
  
- ✓ **You had researched communication channels and policy entry points and you managed to have an entry into the existing structures**
  - Yes
  - No
  - Please provide details for both answers.
  
- ✓ **Your clear messages and views were presented by those members of your coalition best capacitated to do so**
  - Yes

- No
- Please provide details for both answers.

✓ **You requested feedback on your participation and views and provided further clarifications when needed**

- Yes
- No
- Please provide details for both answers.

✓ **You followed up on any policy changes and practice implementation following up your participation in these structures**

- Yes
- No
- Please provide details for both occasions.

✓ **Please describe any other factors contributing to the success of your work:**

**Please provide a short summary of your success (not more than 2 short paragraphs):**

**2. In which of the above sectors/bodies in your opinion, you were least successful with your advocacy practices? Please state the sector, the mechanism, how you participated. Please summarize in a short example your challenges after you respond to the questions below (please mark the right answer with an X):**

**Example:**

**Specify sector:**

**Specify mechanism:**

✓ **You were not confident that you could make a difference by participating in policy making or implementing practices**

Yes

No

Please explain for both answers

✓ **You had limited or no access to any of the above structures or mechanisms**

Yes

No

Please explain for both answers

✓ **You did not have a responsive structure or mechanisms to accommodate your participation**

Yes

No

Please explain for both answers

✓ **You had no capacities and/or experience to do advocacy work on the topic of your interest**

Yes

No

Please explain for both answers

✓ **You preferred to make a difference by other means**

Yes

No

Please explain for both answers

✓ **Please provide any other reasons and explanations of your experiences:**

**Please provide a short summary of your least successful (not more than 2 short paragraphs):**

**3. Please let us know what kind of risks/challenges you have experienced, or would envision in your advocacy work – please select all options (marking them with an X) that you see as relevant and/or provide your own response at the end:**

The advocacy mechanism and processes were not sustained because of the lack of political will on behalf of institutions to engage civil society

The advocacy mechanism and processes were not sustained because of some discriminatory attitudes that could be seen for example in a range of attitudes /action /inaction, such as disregard, lack of interest, lack of openness, lack of support of institutions...

The Coalitions' advocacy and cooperation with institutions were not sustained because of the lack of funding

The Coalitions' advocacy and cooperation with institutions were not sustained because of internal disagreements and lack of a common platform on the advocacy topics

The Coalitions' advocacy and cooperation with institutions were not sustained because of the insufficient advocacy capacities and human resources of the Coalitions

The Coalitions and institutions clashed on key issues and could not reach an agreement – the cooperation was cancelled.

Others:

**Please provide your vision of risks /challenges (no longer than 3-5 sentences):**

**Please provide one example of how you mitigated the risk and one example of how it was not possible to do that:**

**Example 1 (mitigated risk):**

**Example 2 (unmitigated risk):**

**Block 3. In this block we would like to ask you of the kind of advocacy capacities you may need to develop further for your advocacy work.**

**In your opinion, in what areas you may need further support to develop your advocacy and participatory capacities and practices. Please select among the following and please write a Yes or No against each of the options. You may choose more than one option:**

- Developing advocacy strategies and plans
- Understanding better the latest developments of Roma inclusion
- Formulating clear communication plans and advocacy messages
- Networking skills and how to access government structures
- Understanding better how public authorities function and how to partner with them
- Understanding how EU Programmes and Funds operate in your country
- Improving your partnership and teamwork to mobilizing active participation of more members
- Enhancing communication techniques for advocacy
- Improving research and data collection in support of your arguments for defending Roma rights, inclusion and equity
- Clearly presenting your vision and messages to government partners
- Understanding monitoring and monitoring skills to engage in shadow monitoring and reporting
- Any other options: please write your suggestions here.

**Please state any other preferences you may have and provide your reasoning:**