**Guide/Action Plan for the Implementation of Project: “REG-PUBLIC” - Architecture and management of public administration base registries: Sharing know-how for digital transformation and increased transparency.**

**Introduction**

The primary focus of the project is to study the Norwegian model of design, operation and management of public administration base registries, with the goal of transferring know-how to Greece. The project aims to improve the availability and accessibility of registry data, promote transparency, reduce administrative burdens, and facilitate the provision of innovative digital services. The objective of the action is to improve the access and availability of public sector master data used by many systems and public services.

This action plan outlines the implementation strategy for the project using the Food and Agriculture Organization (FAO) methodology for recording and sharing good practices. The FAO methodology has been chosen for its simplicity and adaptability, meeting the project’s needs regarding know-how transfer between public administrations, particularly in designing and maintaining base registries. The project will be organized into four phases, covering the full lifecycle from needs identification to dissemination and communication.

**Implementation Methodology**

The project will be implemented using the FAO (Food and Agriculture Organization) methodology, which proposes a simple yet effective process for recording and disseminating good practices. The methodology includes four phases:

**Project Phases**

**Phase 1: Needs Assessment and Process Design (Months 1)**

- Definition of the focus areas of the project.

- Design of the documentation and dissemination process for good practices.

- Assignment of responsibilities and timeline.

This phase focuses on defining the areas of focus, stakeholders, timeline, and methodological approach to documenting good practices. It ensures that the project is tailored to meet the specific requirements of transferring knowledge on base registries from Norway to Greece.

**Key Actions:**

**1. Define Scope and Objectives**

 - Answer the guiding questions: What? Why? For whom? With whom? When?

 - Identify areas of focus such as Norwegian base registries.

 - Set clear objectives and outline the expected outcomes.

 - Prepare and organize a kick-off meeting of the project.

**2. Engage Stakeholders**

 - Identify and engage relevant stakeholders such as GRNET, the Greek Ministry of Digital Governance, the National center for Public Administration and Local Government and the Norwegian counterparts.

 - Formulate a detailed timeline for the project.

**3. Develop Action Plan**

 - Document the guide/action plan.

 - Include the context, stakeholders, objectives, methodology, success factors, and constraints.

**Deliverable**:

- Guide/Action Plan (Deliverable 1) that will guide the rest of the project.

**Phase 2: Collection and Organization of Good Practice Information (Months 1-2)**

The second phase involves conducting a study visit to Norway for primary data collection. The project team will conduct semi-structured interviews with key staff involved in Norway's base registry systems.

**Key Actions:**

**1. Prepare for Study Visit**

 - Confirm logistics for the visit (travel, accommodation, meetings).

 - Develop interview guides with questions targeted at understanding the Norwegian base registries.

 - Collect all relevant documents, strategies, and policies related to the design and implementation of Norwegian base registries.

**2. Data Collection in Norway**

 - Conduct study visits to Norway to gather data and information through interviews with key stakeholders.

**3. Organize Collected Data**

 - Compile and organize data from the visit.

 - Begin preliminary analysis to identify key elements relevant to the Greek context.

**Deliverable:**

- **Primary** **Material** (Deliverable 2a and 2b): Data and interviews collected during the study visit.

**Phase 3: Documentation, Analysis, and Preparation for Communication of Results (Months 2-4)**

- Analysis of the collected information and documentation of good practices.

- Drafting policy proposals for implementing the practices in Greece.

Phase 3 focuses on analyzing the collected information and documenting good practices, with particular attention to how these practices can be adapted for the Greek public sector.

**Key Actions:**

**1. Analyze Collected Data**

 - Perform a detailed analysis of Norwegian policies and strategies related to base registries.

 - Identify success factors and how these could be applied in Greece.

**2. Develop Policy Recommendations**

 - Create a document outlining recommendations for adopting Norwegian practices in Greece.

 - Conduct a feasibility study on how to implement these practices in the Greek context.

**3. Prepare for Dissemination**

 - Begin drafting materials for dissemination to stakeholders and the public.

 - Preparation work on a workshop for sharing the recommendations.

**Deliverable**:

- **Analysis and Policy Proposals** (Deliverable 3): Recommendations for implementing base registry best practices in Greece.

**Phase 4: Dissemination and Communication of Policy Proposals** **(Months 2-4)**

- Presentation of results at a relevant event/workshop.

- Publication of results on a website.

The final phase will focus on transferring knowledge and engaging stakeholders in Greece through a conference or workshop. Additionally, all relevant information will be made available on a public website.

**Key Actions:**

**1. Organize Conference/Workshop**

 - Collaborate with Greek and Norwegian institutions to organize the workshop.

 - Finalize the agenda, speakers, and logistics.

 - Promote the event to ensure broad participation from public sector stakeholders.

**2. Develop and Launch Website**

 - Design and build a website to serve as a knowledge base.

 - Upload all project outputs, including good practices and policy recommendations.

**3. Activate National Dialogue**

 - Facilitate discussions at the workshop to engage the Greek public sector in base registry reforms.

**Deliverable:**

**- Conference/Workshop (Deliverable 4a) and Website (Deliverable 4b):** Platform for sharing good practices and engaging stakeholders in Greece.

**Focus Areas**

The focus areas of the project include:

- Design, operation, and management of base registries.

- Interoperability of registries through standards.

- Legal framework, data protection and transparency of base registries.

- Innovation, emerging technologies and base registries.

- Success factors and transferability.

**Approach Process**

The approach process includes the following steps:

1. **Needs Analysis**

 - Identifying the needs of the involved stakeholders.

2. **Goal Setting**

 - Defining clear objectives for each phase.

3. **Role Assignment**

 - Assigning responsibilities to the involved stakeholders.

4. **Timeline**

 - Establishing a timeline for each phase.

**Involved Stakeholders**

The involved stakeholders include:

- International Hellenic University (IHU, Greece)

- Norwegian Digitisation Agency (DigDir, Norway)

- Brønnøysund Register Centre (Norway)

- Ministry of Digital Governance (Greece)

- National Center for Public Administration and Local Government (Greece)

- National Infrastructures for Research and Technology (GRNET, Greece)

**Timeline**

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| --- | --- | --- | --- |
| Work Package | Deliverable | Start Date | End Date |
| 1 | D1 Guide/Action Plan | 1/11/2024 | 15/12/2024 |
| 2 | D2.a Primary material from information collection | 1/11/2024 | 15/12/2024 |
| D2.b Primary material from interviews during the visits | 1/11/2024 | 15/12/2024 |
| 3 | D3 Analysis and policy proposals | 1/12/2024 | 28/02/2025 |
| 4 | D4.a Conference/Workshop | 1/11/2024 | 31/12/2024 |
| D4.b Website | 1/11/2024 | 28/02/2025 |

**Conclusion**

This action plan ensures the smooth execution of the project phases, adhering to the FAO methodology. By defining clear steps, deliverables, and a structured timeline, the project is set up to successfully document, analyze, and disseminate good practices and results related to base registries in Norway results to the involved stakeholders and the broader public and their possible adaptation to Greece.