

ESRC Democratic Anchorage Interview Guide

1. What is your role and how does it relate to this policy area/ network/initiative? (Prompts: length of involvement; previous experience, motivation for involvement in this kind of work)
2. How did the initiative start? (Prompts: Why - new problem? change in political agenda? reframing existing issue? Who – politicians, community leaders, managers, etc? When – significant events; how was the initiative authorised and by whom? Words – particular phases or ways of talking about the start?)
3. (*The new Gat may only be needed for the interview with the key informant, and some elements may be collected from web etc beforehand. However talking through the points will give us a better appreciation of what's important, discourse, interpretations, etc.*) How was the initiative organised? (Prompts: What – partnerships, boards, contracts, etc. – use new GAT. How is membership determined, what is the basis of representation, are there associated participation activities, what are the rules governing decision making?)
4. Why was this design used? (Prompts: Who created the design? Were relevant publics involved? Has the design or part of it been used somewhere else? Words – particular phases or ways of talking about the design?)
5. What are the strengths and weaknesses of this design? (prompts: Who – does the design advantage/ disadvantage actors?)
6. Has the organisation of the initiative changed? (Prompts: What changes? Why have these changes been made?)
7. (*If necessary*) How has the initiative developed between the start and now? (Prompts: key changes; sources of change; impact)
8. Describe a recent meeting. What are the main issues on the agenda? Who sets the agenda and how? How are decisions made? What do people agree about, and what are the main differences (in terms of policy issues and how decisions are made)? How is disagreement expressed and handled in the meeting? Prompts: Words – particular phases or ways of talking about the meeting? How is the atmosphere of the meeting described?
9. (*If necessary*) What are the main problems that the initiative faces this year?
10. How should we name your policy area – are there any dangers of using certain terminology (e.g. refugee, integration or assimilation)?

Post Interview reflections

1. How comfortable was the interviewee about being recorded?
2. How much information did they ask for before the interview began?
3. Who brought the interview to a close?
4. What topics came up in conversation after the tape was switched off?
5. What questions did you plan to ask but did not get the chance?
6. What questions did you ask as a result of the discussion?

LINKING GOVERNANCE ASSESSMENT TOOL TO THREE DEMOCRATIC CHALLENGES FOR INSTITUTIONAL DESIGN

A. Legitimacy

ASPECT OF LEGITIMACY	CRITERIA
1. Legal	Publi
2. Legal/ administrative	Does the organisation have a constitution or rules defining its purpose and powers? Who designed these and what was the process?
3. Membership	What constitutes the membership? Who defined this. What are the conditions of membership? Are they clear to all stakeholders?
4. Representation	Does the board's/governing body's composition include places for relevant publics and organisations?
5. Selection	Are board members elected or selected in procedurally transparent and fair ways?
6. Participation	Are there participative activities that support the work of the network? Do all members have access to these activities? Is the role of these activities and the link to the decision making process clear?
7. Transparency 1-3 do these fit in accountability?	Are meetings of the board open to the media and the public?
8. Transparency 2	Are the public entitled to see reports presented to the board?
9. Transparency 3	Are the public entitled to see minutes of board meetings?

B. Consent

ASPECT OF CONSENT	CRITERIA
Procedural	Does the organisation have a written constitution or set of standing orders defining how it will conduct its meetings?
Ethical	Is there a system for avoiding conflicts of interest at meetings?
Executive	Are there decisions that the board is authorised to make on its own authority?
Consultative	Are relevant publics and organisations consulted before major decisions are made?
Mandate	Are there procedures that enable relevant public and agencies to require the organisations to take a particular decision?
Conflict resolution internal	Are there rules that enable the board to make decisions where there are different views between board members?
Conflict resolution external	Are there rules that enable the board to make decisions where there are different views between the board and the relevant publics and organisations?

C. Accountability

ASPECT OF ACCOUNTABILITY	CRITERIA
Informing	Does the organisation have to prepare an annual report?
Reporting	Does the organisation have to report to government or another body?
Complaining	Is there a complaints process available to citizens or service users?
Inspecting	Is the organisation under the jurisdiction of an ombudsman or inspectorate?
Debating	Is there an annual general meeting that the public can attend?
Recall	Can board members be recalled by their constituency or organisation?
Financial ex ante	Does the organisation have to prepare annual accounts?
Financial ex post	Is the organisation subject to external audit?
Personal	Are the public able to identify and access board members?