



Public Consultation and Stakeholder Participation Course: Consultation Papers and Response Reports



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Introduction:

Public consultation and stakeholder participation in policy and regulation is the subject of this 5-day course for policy, regulatory and legal units consulting on draft laws, regulations and strategies, who produce a Consultation Plan and Response Report Outline for a case organisation. Draft rules are often published with unclear questions, short comment windows and no published account of how submissions changed the text, so the outcome lacks legitimacy and organised interests dominate the record. Nominees prepare or review draft measures and work through case studies on consultation papers and submission sets. CoreConcept Training Center delivers this public consultation course.

Course Objectives:

- Select consultation methods and participation levels that match the stage, stakes and affected groups of a draft law, regulation or strategy
- Write consultation papers with a clear problem statement, options, evidence, specific questions and a defined comment window
- Run online comment processes and deliberative formats such as citizens' panels and mini-publics with recruitment, briefing and facilitation plans
- Analyse written submissions with coding frames and text analytics, detecting campaign responses, duplicates and under-represented voices
- Publish consultation response reports that show what was received, what changed in the draft and the reasons for each decision
- Link consultation evidence to the regulatory impact assessment and apply safeguards against capture by organised interests

Target Audience:

- Policy units responsible for preparing draft strategies and policy proposals that require public input
 - Regulatory units responsible for issuing draft regulations, rules and technical requirements for comment
 - Legal advisers responsible for the procedural soundness and record of consultation on draft legislation
 - Regulatory quality and impact assessment staff responsible for integrating stakeholder evidence into appraisal
 - Consultation, engagement and participation units responsible for running comment portals and public sessions
 - Research and analysis staff responsible for processing and summarising large volumes of public submissions
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Course Outline:

Day 1: Consultation Purpose, Legitimacy and Participation Levels

- Notification, Consultation and Participation as Distinct Engagement Stages
- Arnstein Ladder of Citizen Participation Applied to Draft Rules
- Procedural Legitimacy Tests for Inclusiveness, Transparency and Responsiveness
- Early Versus Late Consultation Points Across a Rulemaking File
- Consultation Practice Baseline Review of a Participant's Organisation

Day 2: Consultation Design Models and Method Selection

- OECD Stakeholder Engagement Principles Translated Into Design Choices
- Affected Group Mapping Including Small Firms and Vulnerable Citizens
- Method Selection Matrix for Hearings, Surveys, Portals and Panels
- Comment Window Length, Accessibility and Multilingual Participation Arrangements
- Consultation Plan Template With Scope, Questions and Milestones

Day 3: Consultation Papers, Online Processes and Deliberative Formats

- Consultation Paper Structure With Problem, Options and Evidence
- Open, Closed and Scenario Question Drafting for Comment Forms
- Online Comment Portal Workflow From Publication to Record
- Citizens' Panel Recruitment by Sortition and Stratified Sampling
- Mini-Public Briefing Materials, Expert Balance and Facilitation Scripts

Day 4: Submission Analysis, Capture Risk and Impact Assessment Links

- Coding Frame Construction for Thematic Analysis of Submissions
- Text Analytics for Clustering, Duplicate Detection and Campaign Responses
- Weighting Evidence Versus Counting Votes in Submission Synthesis
- Regulatory Capture Warning Signs and Balanced Participation Safeguards
- Feeding Consultation Evidence Into Regulatory Impact Assessment Costs

Day 5: Case Study: Consultation Plan and Response Report Outline

- Case File Draft Regulation With Affected Groups and Timelines
 - Case Method Selection and Consultation Paper Questions Drafted
 - Case Submission Set Coded and Analysed With Text Analytics
 - Response Report Outline Showing Changes and Reasons Given
 - Consultation Plan and Response Report Outline Completion and Defence
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Skills You Will Gain:

- Participation Level Selection
- Consultation Paper Drafting
- Deliberative Process Design
- Submission Coding and Synthesis
- Consultation Text Analytics
- Capture Risk Screening
- Response Report Writing
- Consultation Evidence Integration

Why Attend This Course:

- Deliver a Consultation Plan and Response Report Outline for a case organisation to the policy owner, the legal adviser and the regulatory quality unit
- Decide which consultation method, comment window and participation level fits each draft measure before it is published
- Avoid legal challenge, rework and loss of public trust caused by thin consultation records or unexplained final decisions
- Equip colleagues with the method selection matrix, consultation paper template, coding frame and response report structure

Conclusion:

Back at work, the participant hands the Consultation Plan to the policy owner and legal adviser, who use it to approve the method, questions and comment window before a draft measure is published. The Response Report Outline goes to the regulatory quality unit, which uses it to show decision-makers how submissions shaped the final text and the impact assessment. After the first consultation run under the plan, the unit should review response rates by affected group, the share of campaign submissions and whether the published reasons satisfied respondents.

Frequently Asked Questions FAQ:

What should participants know before the public consultation and stakeholder participation course?

Participants should already prepare, review or approve draft laws, regulations or strategies at work and understand how their organisation issues them. Prior consultation experience helps but is not required. An anonymised consultation paper or submission set from their own unit helps them apply the case work.

How does public consultation and stakeholder participation differ from a policy appraisal course or a government communication course?

This course concentrates on running consultation itself: method choice, consultation papers, deliberative formats, submission analysis and response reports. Policy appraisal courses cover the full policy cycle and options analysis, while government communication courses cover announcements and awareness campaigns after decisions are taken.

Why does capture risk matter in public consultation and stakeholder participation?

Capture risk matters because organised interests with large stakes respond more often and more forcefully than diffuse groups. Without balanced recruitment, evidence weighting and published reasons, a consultation record can tilt a draft rule towards a narrow interest while appearing open and inclusive.

What do participants take back from the public consultation and stakeholder participation course?

Participants take back a Consultation Plan and Response Report Outline for a case organisation, with a method selection matrix, consultation paper template, coding frame for submissions and a response report structure they can apply to draft measures in their own unit.
