

# **Humanitarian Accountability Partnership - International**

*"making humanitarian action accountable to beneficiaries"*

## **“The Manual for Humanitarian Accountability”**

### **Why?**

A condition of membership of HAP-International is a commitment to monitor and report on the application of the [HAP-International Principles of Accountability](#). HAP-International's founders also committed the Partnership to establishing an accountability “accreditation” system. However, when HAP-International was founded in 2003, there were no agreed indicators or benchmarks available to the membership and the Secretariat to allow for robust and consistent judgements concerning compliance with the Accountability Principles, making the practices of monitoring and reporting very approximate, and accreditation impossible. Thus In December 2004 the HAP-I Board and General Assembly decided to develop a “Manual of Humanitarian Accountability”, a project that includes the identification of good practices of accountability in humanitarian assistance and emergency relief, as well as verifiable indicators for the application of the Principles of Accountability. The Board also decided to incorporate an accountability certification and accreditation trial into the Manual development process. To promote ownership of the Manual, the Board decided that its production must be based upon an optimum degree of collective effort, and thus undertaken in collaboration with interested NGO networks, federations and associations as well as with existing members of HAP-International.

### **What?**

It is envisaged that Manual will include:

- 1) *The HAP-International Accountability Principles*
- 2) *The HAP International “New Emergencies Protocol”*
- 3) *Good practices in humanitarian accountability*
- 4) *Actionable and verifiable humanitarian accountability indicators.*
- 5) *Standards and procedures for accreditation and certification.*
- 6) *Guidelines on developing Humanitarian Accountability Work Plans.*
- 7) *Training of trainers materials*
- 8) *Standard forms and templates*

### **When?**

It is anticipated that the manuscript will be completed by August 2006 with publication in October 2006<sup>1</sup>. In July 2005, Sheryl Haw began work as the HAP-International Accountability Standards Development Manager, with overall responsibility for the development of the Manual and related processes.

### **How?**

Sheryl's first major tasks are:

1. To identify a diverse and committed Humanitarian Accountability Reference Group of up to 100 persons willing to make practical contributions to the production of the Manual. Although it is expected that members of the reference group will contribute to the process

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<sup>1</sup> It is expected that the Manual will be commercially published with an initial target sale of 1,000 copies. This is based on a notional assumption that World Vision International and CARE International would each purchase 250 copies, that Oxfam would purchase 100, DRC and NRC 50, TearFund, Medair and WCRC 25 and OFADEC 10. It is expected that demand from non-member agencies, donors and academic organisations would significantly exceed the remaining 215 copies, thus making a second print run necessary within a year of publication.

mainly through correspondence, it is tentatively planned that interested members will meet twice during the Manual development process.

2. To identify and an Editorial Steering Committee of 10 persons, representing the full member agencies, associate members, potential members, donors and interested academics. It is expected that the Editorial Steering Committee will meet up to five times during the Manual development process. It is expected that the Editorial Steering will select a chairperson from within the group.

Once the Reference group and Editorial Steering Committee are established it will be possible to define a more detailed production process, including the necessary action research field trials.

Geneva  
3 August 2005