

HAP 2007 Standard Review

Preparation of the 2010 HAP Standard and Guide to the Standard

Brief guidance for consultation meetings

Thank you for your interest to facilitate a consultation meeting. Your contribution is extremely valuable and will inform the HAP 2010 Standard and a new edition of the Guide to the Standard. The following questions have been prepared to guide the meeting; please use them as you see most appropriate depending on the audience. Feedback on other areas that may not be covered by these questions is also welcome.

You are encouraged to facilitate a consultation meeting with colleagues from your own agency or an inter-agency meeting with staff from other organisations (including local partners, government and UN agencies) and representatives of beneficiary communities. Whether you are organising a standalone meeting on the HAP Standard or a session in conjunction with an already planned meeting, please allow a minimum of 60 minutes for participants to share their views on some of the suggested questions and to engage in discussion.

More detailed guidelines, including for a 1-day workshop or focus group discussions with representatives of beneficiary communities are available from Monica Blagescu at mblagescu@hapinternational.org.

Prior to the consultation meeting

- Contact the HAP Secretariat and inform us of your plans.
- Ask participants to read the HAP Standard. This is available on the HAP website.
- Ask participants to familiarize themselves with the Guide to the HAP Standard. This can be downloaded free of charge from the Oxfam Publishing website.
- Offer participants the option to fill out a brief self-assessment available from the HAP Secretariat. This will help them think through the different aspects of the Standard before the meeting.

Depending on availability, the HAP Secretariat will endeavour to send you A5 copies of the HAP Standard and copies of the Guide to the Standard. Please contact us in advance of your meeting.

During the consultation meeting

Inform participants of the overall HAP Standard Review process.

1. How have you used the HAP 2007 Standard and/or the Guide in your work?
 - What aspects did you find most useful?
 - What aspects did you find least useful?
2. What general feedback do you have about the content, format and language of the Standard and the Guide?

3. In your opinion, what are the main strengths or benefits of the Standard? Where possible, please share specific examples from your experience in implementing it.
4. In your opinion, what are the main weaknesses or gaps in the Standard? Where possible, please share specific examples from your experience in implementing it.
5. How has the implementation of the Standard or the Guide affected your work and your relationship with communities? Be as specific as possible and provide examples.
6. What specific changes do you suggest in the current six **benchmarks**?
7. What specific changes do you suggest in the **requirements**?
8. What specific changes do you suggest in the **means of verification**?
9. What **new benchmarks** would you recommend be added, if any? What suggestions do you have for requirements and means of verification related to these new benchmarks?
10. What are your specific suggestions for changes in other sections of the HAP 2007 Standard?
11. What are your suggestions for improving the format and structure of the Guide to the HAP Standard?
12. What are your suggestions about the tools and references that need to be included in the Guide?

After the consultation meeting

Prepare a report of your consultation meeting as follows:

- Names, job titles, affiliation and contact details of participants; indicate number of participants who had used the Standard and/or the Guide prior to this session
- Names and contact details of facilitators
- Name of host, location, date and time of the meeting
- Issue areas covered and format/structure for the meeting
- Summary of the discussions, grouped by the questions above, where appropriate.

A reporting form is available from the HAP Secretariat. Once completed, please send your report to Monica Blagescu, HAP Policy Services Coordinator at mblagescu@hapinternational.org by **end February 2010 at the latest**.

Thank you!