



The Sphere Project

HAP Humanitarian
Accountability
Partnership

Sphere Handbook Revision

HAP 2007 Standard Review

Guidance for joint consultations

Thank you for your interest to facilitate a joint consultation meeting that will inform the revision of the HAP Standard in Humanitarian Accountability and Quality Management and the Sphere Project's Minimum Standards Common to all Sectors, with particular focus on coherence and complementarity. Your contribution is extremely valuable to us.

The following questions have been prepared to guide your joint consultation meeting; please use them as you see most appropriate depending on the audience.

Consultation Participants

You are encouraged to facilitate a consultation meeting with colleagues from your own agency or an inter-agency meeting with staff from other organizations, including local partners and UN agencies. Whether you are organizing a standalone meeting or a session in conjunction with an already planned meeting, please allow a minimum of 60 minutes for participants to share their views and engage in discussion.

Prior to the consultation

Participants will be encouraged to familiarise themselves with the Sphere Common Standards ([pages 28-42 in the Sphere Handbook](#)) and the [HAP 2007 Standard](#) prior to the consultation meeting.

Sending feedback

A reporting form has been enclosed in the Appendix for facilitators to capture the discussion and send feedback to HAP and Sphere. For your feedback to inform the Sphere Handbook and the HAP Standard, the report should be submitted no later than **30 November 2009**. Reports received after that, but no later than 15 January 2009, will inform the HAP Standard only.

For further support

If you would like support in preparing for your consultation meeting, or would like more detailed guidance, including suggestions for a 1-day workshop, please contact Monica Blagescu at mblagescu@hapinternational.org or Avishan Chanani at avishan.chanani@ifrc.org.

Suggested questions

1. In your opinion, what are the main similarities between the Sphere Common Standards and the HAP Standard?
2. In your opinion, what are the main areas where coherence between the Sphere Common Standards and the HAP Standard should be improved?
3. In your opinion, what are the main differences between the Sphere Common Standards and the HAP Standard?
4. In your opinion, (a) what are the 5 main strengths of the Sphere Common Standard? (b) what are the 5 main weaknesses?
5. In your opinion, (a) what are the 5 main strengths of the HAP Standard? (b) what are the 5 main weaknesses?
6. In your opinion, how relevant is it to have coherence and complementarity between the Sphere Common Standards and the HAP Standard?
7. Are there other issues regarding the Sphere Common Standards and the HAP Standard that you would like to address?

Thank you!

The HAP and Sphere Project Teams

[HAP International](#)

[Sphere Project](#)

Appendix: Reporting Format

For the purposes of the consultation process it is pertinent that accurate records of each consultation/workshop meeting are made. It is suggested that the format below be used by the facilitator in preparing the report. Reports can be prepared in English, French and Spanish. We request that feedback be sent, by email if possible, within one week of the meeting.

Section 1: General Information

- Name of hosing agency, date, venue and duration of consultation meeting
- How many participants attended?

Section 2: Facilitator and Participants

- Names and contact details of the facilitators
- Names, jobs titles, names of organizations or institutions and contact details of each participant.

Section 3: Analysis

- **Please record similarities, differences and areas where coherence between the Sphere Common Standards and the HAP Standard should be improved:**

Similarities between Sphere Common Standards and the HAP Standard	Main differences between the Sphere Common Standards and the HAP Standard	Areas where coherence between the Sphere Common Standards and the HAP Standard could be improved

- **Record 5 main strengths and weaknesses of the Sphere Common Standards and the HAP Standard, respectively:**

HAP Standard

Strengths	Weaknesses

Sphere Common Standards

Strengths	Weaknesses

- **Please record arguments for, against and justifications in having coherence and complementarity between the Sphere Common Standards and the HAP Standard:**

Arguments for Coherence/Complementarity	Arguments Against Coherence/Complementarity

- **Please use this space to address any other issues regarding the Sphere Common Standards and the HAP Standard:**

- **Please provide any feedback on the consultation process itself, from both your [workshop facilitator] point of view and the point of view of the participants:**