

Minutes of the HRIA Steering Committee  
Vancouver  
September 4 -5, 2008

Bill Brassington, Manfredo Marroquin and Dave Deisley met as the Steering Committee of the human rights impact assessment (HRIA) on September 4 and 5 in Vancouver. The primary purpose of the meetings was to review the responses to the requests for proposal to serve as the lead contractor and peer reviewer for the HRIA. In addition, the agenda included the items listed below.

Agenda Items

- i) Approval of Minutes of the July 11 – 12, 2008 Steering Committee meetings. Draft minutes were circulated for review of all Committee members prior to the meeting. After review by the Committee, the minutes were approved.
- ii) Review of responses to the Request for Proposal.
  1. A total of 32 proposals were received in response to the Request for Proposal. The majority of the proposals indicated an interest in serving as either the lead contractor or the peer reviewer.
  2. Initially, the Steering Committee discussed the most important criteria for selection of the lead contractor and peer reviewer. The criteria identified were:
    - Methodology – a key element considered was the proposal’s description of community engagement.
    - Team composition – key elements considered included experience, capacity, and background.
    - Experience of the team – key elements considered included experience in Guatemala, experience in community assessment, capacity in conflict situations, and capacity to perform the assessment (qualifications and availability).
    - Reputation – a key element considered was the likely reputation of the proponent among the key stakeholders.
  3. After discussing the significant criteria, the Committee discussed how to focus the consideration of the numerous proposals received. Based on that discussion, a short list of candidates was selected for detailed consideration. The Committee then proceeded to evaluate in detail the short list of candidates for the lead contractor and peer reviewer roles.
  4. Based on the consideration of the short list of candidates, the Committee identified preferred candidates and determined to schedule telephone interviews with the preferred candidates. Calls were made to schedule the interviews for September 5.
  5. On September 5, 2008, the Steering Committee reconvened and conducted telephone interviews with the preferred candidates. Following these interviews, the Committee members discussed their preferences and tentatively selected the lead contractor and peer reviewer.

6. The Committee directed Mr. Deisley to contact references for the preferred candidates and to report back to the Committee.
  7. The Committee also discussed the merits of revising the peer reviewer's scope of work to involve the peer reviewer at key steps in the development and implementation of the assessment process, rather than involving the peer reviewer only after completion of the assessment. After discussion, the Committee agreed to revise the scope of work for the peer reviewer as described. The Committee directed Mr. Deisley to contact the preferred peer review candidate to determine if the preferred candidate was willing to perform the revised scope of work.
  8. Subsequent to the meeting, the Steering Committee held a series of calls at which Mr. Deisley reported the results of the reference checks and contact with the preferred peer review candidate to the Committee. After considering that information, the Committee selected On Common Ground Consultants to be the lead contractor to and International Alert to be the peer reviewer.
- iii) HRIA Website – on September 4, a meeting and telephone conference was held with outside consultants retained to develop and manage a website for the HRIA. Based on the meeting, the consultants were directed to proceed with the development of a website for the HRIA. Subsequent to the Steering Committee's meetings, a website was established at [www.hria-guatemala.com](http://www.hria-guatemala.com).