



TERMS OF REFERENCE FOR THE HIPCAR COUNTRY FOCAL POINTS

The designated person acting as the country/organization focal point would be required to liaise from time to time with the Project Coordinator, Expert and Working Group Chairman during the course of the execution of the project in accordance with the HIPCAR Methodology.

B – HIPCAR METHODOLOGY

Roadmaps are being prepared for the respective working groups, with the key elements as follows.

1. *Situation analysis and assessment*, documenting common principles and divergence from these principles within the region – undertaken by the respective Working Groups in collaboration with the project experts;
2. *Preparation of a first set of draft model legislations, guidelines & regulations relating to the project work areas* – carried out by the project experts based on discussions with the respective Working Groups and taking account of regional & international best practices;
3. *Review and feedback on the proposed draft model legislations, guidelines & regulations members* prepared by the project experts and Working Group – by the Working Groups prior to the consultation / presentation workshop;
4. *Consultation / presentation workshop* to present the assessment, options and a first draft of model legislations, guidelines & regulations as a basis for discussions, and to identify related training needs – with participation of the Working Group members and of country focal points;
5. *Review and integration of the comments from the workshop* into the above drafts – by the project experts;
6. *Finalization / validation workshop* to review and agree on the final drafts for the model legislations, guidelines and regulations – with participation of the Steering Committee and of senior government officials from the project beneficiary countries;
7. *Preparation of the final drafts* for the model legislations, guidelines & regulations based on the inputs provided during the finalization / validation workshop – carried out by the project experts.