

1. GETTING STARTED



CHECKLIST

Select a theme

Search for an HDR theme that is vital, strategic and timely in terms of addressing pressing current national or regional development needs.

Search for a theme that offers the opportunity of using the HDR to give life to the message of human development. The theme should be amenable to analysis that highlights the advantages of the human development approach to national and regional problems.

Undertake a thorough survey of previous global HDRs, HDRs in the local region or other regions, and national or district HDRs. Examine the possible application and impact of these reports within the national or regional context.

Carry out an exhaustive review of national development strategies and policies. The theme should be sufficiently robust to hold the promise of becoming associated with the formulation of sound policy recommendations to deal with deep-rooted, long-standing national or regional development problems.

Implement a consultative process among human development actors, including the government, the UNDP Country Office, Regional Bureau, or Regional Centre, key policy makers and other stakeholders and partners to debate and articulate critical national and regional development priorities and sensitive development issues.

Once a specific HDR theme has been tentatively determined, prepare a concept note to focus consultations with the government, UNDP and other United Nations organizations, civil society organizations, community leaders and other stakeholders across all segments of the population. The concept note should centre on issues in national or regional human development associated with the theme and practical and theoretical justifications for the selection of the theme.

The final theme selection and the HDR process should be endorsed by UNDP and key UNDP counterparts in local academic institutions, civil society and government, including national statistics agencies. These partners will be important in the production of the report and in the subsequent advocacy initiatives.

Announce the selected theme at a public event designed to draw attention to the significance of the theme in the effort to address national or regional human development needs.



CHECKLIST

Mobilize resources

Write a project document with comprehensive background information on the theme, the proposed HDR process, the anticipated financing needs, the various responsibilities and lines of authority among the institutions and individuals involved, and the methodology that is to be used in carrying out the research for the report.

Using the project document, hold consultations to assess the potential for the involvement and funding of partners. UNDP and the government should be viewed as essential partners.

Build a core HDR team and related structures

Establish HDR process management structures following deliberation with national and regional counterparts and other key constituencies. Typical management structures include a lead institution and a steering committee charged with supervising the HDR process.

Ensure that the ownership of the HDR process is collective by establishing an HDR community that is wide-ranging and inclusive. The goal should be to provide a platform to engage with the diverse perspectives and concerns of all stakeholders and with practical alternatives to solving the development problems of a country or region and to push the frontiers of thinking on development at the national or regional level.

In cooperation with the steering committee, establish the core national or regional HDR team to be responsible for drafting the report. The HDR team will include some or all of the following: a team leader; an institutional focal point; a lead author or lead authors; researchers and analysts, particularly a gender specialist and a statistics expert; a coordinator and content editors and proofreaders.

Establish internal partnership and consultative mechanisms after deliberation with internal management, national and regional counterparts and other key constituencies. These mechanisms may include one or more of



CHECKLIST

Initiate Outreach

Seek to cement ties with key partners, including national, regional and international actors who are specialized in the theme and the issues to be examined within the report or who have an interest in the theme or the related issues. Consider the outlines of a media and communications strategy at this stage.

Begin building human development alliances and other consultative processes that embrace the full range of key external partners. The establishment of these human development communities helps foster exchanges of data, analysis, experiences and good practices across countries and regions.

The national or regional human development community growing out of the HDR process should include UNDP Country Offices, Regional Bureaux and Regional Centres; government and government-sponsored institutions; local, national and regional institutions involved or interested in the issues and themes to be addressed in the HDR or in the human development approach; practitioners, researchers, policy theorists, and statistics agencies and statistics experts who can ensure the proper calculation of the main indicators; other stakeholders (local communities, academic leaders, civil society organizations, representatives of rural groups, labour, the private sector and so on); and non-governmental organizations, bilateral organizations, international organizations, donors, international financial institutions, and other United Nations organizations.

Consider how the report is to be published and begin exploring appropriate publishers.

Initiate and nurture contacts with key media personalities or media figures interested in the themes and issues of the HDR.