## Position Description: HIC Focal Point/Regional Coordinator

<table>
<thead>
<tr>
<th>HIC Missions</th>
<th>HIC Functions</th>
<th>HIC-Focal Point Responsibilities</th>
<th>HIC-Focal Point Services/Activities</th>
<th>Indicators</th>
</tr>
</thead>
</table>
| Advocacy for recognition defence and full implementation of housing rights | • Whistle Blower  
• Think Tank  
• Influencing housing policies and habitat agendas  
• Summing forces in WSF spheres | - Coordination of regional/focal point - centered campaigns and HIC declarations | - Promote, facilitate, manage and co-ordinate activities of the Coalition in relation to the Focal Point / Regional Coordinator  
- Positions main habitat declarations and missions | 1. Number of events/and or campaigns coordinated and promoted.  
2. Number of conferences and seminars coordinated.  
3. Habitat declarations and/or missions supported in your region.  
4. Number of publications and reports produced.  
5. Number of research projects conducted. |

| Strengthening the people’s processes for a place to live in dignity | • Articulating members’ experiences  
• Articulating actions with allies | - Provide support to and implementatio n of HIC mission and activities in relation to the Focal Point / Regional Coordinator | - Assist in the coordination and implementation of specific activities by Thematic Reference Centers linked to the Committees or Working Groups.  
- Be in permanent contact with regional members. | 1. Number of regional and global actions you have helped HIC members in your region coordinate (For example: action days, press events, campaigns).  
2. Number of projects/activities linked to the Committees or Working Groups you have helped coordinate and implement.  
3. Number of initiatives coordinated to promote HIC and the regional focal point’s objectives/benefits to non-Member organizations.  
4. Number of initiatives coordinated to recruit new members.  
5. Number of events/campaigns of allies attended. |
<table>
<thead>
<tr>
<th>Consolidating the Coalition</th>
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<tbody>
<tr>
<td>▪ Cultivate HIC identity</td>
<td>▪ Make contact with members and friends</td>
<td>▪ Collect documents about members and provide GS with these</td>
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<tr>
<td>▪ Permanent evaluation</td>
<td>▪ Promote HIC membership</td>
<td>▪ Collect information and data about members and friends</td>
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<tr>
<td>▪ Management of the Coalition</td>
<td>▪ Promote, facilitate, manage and co-ordinate activities by members of the focal point / Region.</td>
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</table>

- Overall: Covering all the functions

- Annual Report to General Secretariat
- Annual Plan
- Collect information and data about members and friends

1. Number of times you have used the HIC Logo during events/campaigns or for publications/reports. Provide photos/documents to show the use of the HIC Logo.
2. Do you have an updated link to the HIC Membership Form page on your website?
3. Instances of HIC Inter-communication:
   - To provide information to new members on the work of the thematic structure.
   - To advise members of the programs and activities of other members so as to create the possibility of joint actions
   - To coordinate the travel arrangements for members to attend the Annual General Assembly and the WSF
   - Etc...