

Workshop on HIV/AIDS and Local Governments

Notes for Facilitators

This document has been adapted from a Workshop that was carried out in Swaziland in 2004, and provides a format for working with groups of local government officials on the Tools presented in Local Government Responses to HIV/AIDS: A Handbook.

Overview: These planning groups will give participants some time to familiarize themselves with some of the key activity areas of the Handbook and to identify areas for moving forward. The emphasis of the Handbook is on how local authorities can become more active in addressing the challenges of HIV/AIDS in their localities. It offers ways that the local authority (all departments and staff) can become more proactive; through leadership, coordination, workplace policy and mainstreaming.

The **objective** of the group work is to review the tools around the key activity area (for that group) and answer the following questions. Discussion of these questions will serve as the basis for the Action Planning in the plenary; and we ask that the teams use the flipcharts to note their answers.

- What more could be done by local authorities in this area? (suggest 2-3 key activities)
- Obstacles, challenges and opportunities.
- What resources might be needed to move forward in this area?
- Could the Tools/Handbook provide guidance in moving forward?

Process:

1. The participants will be divide into 4 (or more) groups, according to the following topics: (i) Leadership, Situation Analysis and Strategic Planning; (ii) Workplace Policy; (iii) Mainstreaming; (iv) Functional integration/ Referral Network.
2. Each table will be given a worksheet on their specific topic, that presents an overview of the issues and tools relating to this topic. The topics are cross cutting and have been selected because they may represent gaps in the present response by local authorities, and they illustrate how the tools can be used in different ways. **Note:** Monitoring and Evaluation, while a critical area, has not been highlighted as a separate topic. However, facilitators and participants may wish to review the tools in this section, particularly Tool 5.5 (p.102) for an overview.
3. For each topic; the groups are encouraged to do the following:
 - a. Review the worksheet appropriate to the table topic. The worksheets offer a checklist relating to the topic. With the participants, we suggest that you briefly walk through the checklist and review/comment on the indicated tools. There will be a space on the worksheet to insert comments. *This activity should not take more than 20 minutes.*
 - b. After the participants have reviewed the tools and familiarized themselves with the topic; they should begin focusing their discussion on the Action Planning Questions. *This should take up the bulk of the discussion.*
4. In addition to the Planning Questions, some stocktaking will also be helpful:

- a. What has already been done in this area. Were there lessons learned in this process, that may be relevant for others wanting to be more active in this area?

Worksheet

Topic 1. Leadership, Situation Analysis and Strategic Planning

Positive leadership on HIV/AIDS is about creating a social and policy environment that is supportive of addressing HIV/AIDS but is also about ensuring that decisions and commitments are made that can strengthen the HIV/AIDS response (issues of budgets, staffing, accountability etc.) For leaders to be effective in their championing for HIV/AIDS they need personal commitment and good information.

Checklist Questions	Answer	Tools
1. Mayors/CEOs/Municipal Managers, elected councilors and elected officials all can play a role in addressing HIV/AIDS. Very often, the task of knowing everything about HIV/AIDS in the locality falls to one person (AMICAALL Coordinator, Director of Health Services), but this does not mean that others can't play a role. Is there more that municipal staff and leaders could do to support the HIV/AIDS response in their locality?	If yes, refer to Tool at right.	<i>Tools 1.1-1.3: What local leaders can do (35-37)</i>
Comments:		
2. Good information on the local impact of the HIV/AIDS epidemic is important for development planning, and identifying resources needs. Does the local authority have a clear picture of what the key risks and impact are relating to HIV/AIDS in its locality?	If no, the tool at right provide some guidance on generating a rough situation analysis.	-Tools 2.4: <i>Estimating HIV/AIDS Impact on LGA Functioning (p.52)</i> -Tools 2.3: <i>Estimating HIV/AIDS Impact on locality (p. 50)</i> -Tool 2.6: <i>Conducting a LGA Self-Assessment (p.56)</i> Note: more comprehensive studies may be needed.
Comments:		
3. Is strategic planning on HIV/AIDS something that the local authority and AMICAALL wish to undertake?	If yes, refer to the tools at right for some generic guidelines on strategic planning.	<i>Refer to Tools 3.4, 3.5, 3.6: On Strategic Planning</i>
Comments		

Worksheet

Topic 2. Workplace Policy

A workplace policy is both an advocacy tool (for leaders and staff) as well as an intervention to support municipal staff and their families in addressing HIV/AIDS. While a workplace policy will be informed by the national policies, activities to create a supportive working environment can be ongoing.

Checklist Questions	Answer	Tools
1. Is there a team within the local authority that is tasked with taking on the issue of workplace policy?	If no, refer to Tool at right.	<i>Tool 1.6: Workplace Policy Sub-team (41)</i>
Comments:		
2. Often, there is a need to ‘make the case’ for workplace policies on the basis of looking at the impact of HIV/AIDS on the workplace. Is this something that would be useful in the locality?	If yes, the tool at right provides a rough guide to looking at impact.	<i>Tool 2.4 Estimating HIV/AIDS impact on LGA Functioning (p. 52). Note: it may be necessary to follow up with more comprehensive studies.</i>
Comments:		
3. What a workplace policy will look like, will depend on the national policies. There is a workplace policy project being supported by NERCHA and the Ministry of Public Service.	The tools at right provide some general guidelines for workplace policy development.	<i>Tool 3.1. Developing an Internal Strategy: Six Steps (p. 74)</i> <i>Tool 3.2 Compliance with Minimum Standards (p.74)</i> <i>Tool 3.3 Model Workplace Policy (p. 75)</i>
Comments		
4. If new activities need to be carried out to accomplish these tasks is it clear what the objectives and activities will be and who will be responsible for what activity?	If yes, refer to tools at right for strategic and implementation planning guidelines.	<i>Tool 3.4 An external Strategy (p.78) and Tool 4.2 Implementation Plan (p. 87)</i>

Worksheet

Topic 3: Mainstreaming

Mainstreaming is often easier said than done. The key is to see mainstreaming as changing the way departments work in the face of the HIV/AIDS epidemic- how can their work contribute to fighting HIV/AIDS- or at the very least not contribute to its spread. Local authorities have a comparative advantage in reaching all parts of a locality, of having technical skills to provide services to communities, and being accountable to the demands of their constituents. Integrating HIV/AIDS into the activities of local authorities can be cost effective and wide reaching.

Checklist Questions	Answer	Tools
1. Does the local authority have a clear picture of what the key risks and impact are relating to HIV/AIDS in its locality?	If no, refer to Tools at right. If yes, then refer to question 2.	<i>Tools 2.2, 2.3 & 2.4 (Situation Analysis) Pgs 47-54</i>
Comments:		
2. What communities do your departments reach, and how can HIV/AIDS be integrated into ongoing activities? Identify 2 departments in the local authority (in addition to Health) that you think could benefit the community by supporting HIV/AIDS related activities (i.e. departments that reach high risk groups/areas (question 1), departments that have wide reach in the community and are very visible.)	Refer to the Examples in the Box indicated at right to help brainstorm on mainstreaming.	<i>Box 3.3 (Mainstreaming Example) p.15-17</i>
Comments:		
3. If departments are encouraged to integrate HIV/AIDS into their activities, can these initiatives be included into departmental planning?	If yes, refer to tools at right for strategic and implementation planning guidelines.	<i>Tool 3.4 An external Strategy (p.78) and Tool 4.2 Implementation Plan (p. 87)</i>
Comments:		

Worksheet

Topic 4. Functional Integration/Referral Network

Functional integration is really about creating a continuum of care and support for people infected and affected by HIV/AIDS. From the person who is considering getting tested to the families of those who die of HIV/AIDS, are all the relevant services connected through a functioning referral network? A referral network can be a low cost but highly effective contribution of local authorities.

Checklist Questions	Answer	Tools
1. Does the local authority know what services AIDS Service Organizations (ASOs), faith based organizations and public service providers are offering in their locality, and where they are working?	If no, refer to Tools at right. This tool provides offers a survey to identify who-is-doing-what-where.	<i>Tool 2.7 (60)- Coordinating Local Responses</i>
Comments:		
2. Are all of the services linked, and is there a clear and welcoming referral system between them? Is there a continuum of prevention and care?	If no, refer to tools and example at right to identify how a referral network may be established.	<i>Tool 3.6 (82): Promoting Functional Integration; Box 3.2 (15): Msunduzi Municipality</i>
Comments:		
3. If new activities need to be carried out to accomplish these tasks is it clear what the objectives and activities will be and who will be responsible for what activity?	If yes, refer to tools at right for strategic and implementation planning guidelines.	<i>Tool 3.4 An external Strategy (p.78) and Tool 4.2 Implementation Plan (p. 87)</i>
Comments:		