

Work plan 2006

AIDS Action Europe
The Pan European NGO Partnership on HIV and AIDS

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Introduction

In 2006 AIDS Action Europe is going to undertake project related work as well as to proceed with organisation strengthening activities and advocacy. This work plan outlines what is planned in 2006 on networking and communication, lobbying and advocacy, projects implemented by AIDS Action Europe and its partners and other meetings and forums that are going to take place in 2006.

Mission

AIDS Action Europe is a pan-European partnership of non-governmental organisations (NGOs) that works towards a more effective response to the HIV and AIDS epidemics. AIDS Action Europe addresses the needs of communities affected by HIV, by effectively linking and mobilising NGOs across Europe and advocating their concerns. It aims to be a transparent and inclusive partnership, and encourages greater involvement of people living with and affected by HIV in tackling the epidemic. AIDS Action Europe supports and links European NGOs, mobilises and advocates NGOs around key issues and facilitates the exchange of knowledge and information.

AIDS Action Europe wants to contribute to the global fight against HIV and AIDS. It is therefore an integral part of a global effort and is linked to global partnerships including the International Council of AIDS Service Organisations (ICASO). As European partner, AIDS Action Europe subscribes to the ICASO Mission:

- Mobilise communities and their organisations to participate in the response to HIV/AIDS.
- Articulate and advocate the needs and concerns of communities and their organisations.
- Ensure that community-based organisations, particularly those with fewer resources and within affected communities, are strengthened in their work to prevent HIV infection, and to provide treatment, care and support for people living with and affected by HIV/AIDS.
- Promote the greater involvement of people living with, and affected by, HIV/AIDS in all aspects of prevention, treatment, care and support, and research.
- Promote human rights in the development and implementation of policies and programs responding to all aspects of HIV/AIDS.

Guiding principles

AIDS Action Europe has committed itself to the following guiding principles:

- The UNGASS Declaration of Commitment, Dublin Declaration on Partnership to fight HIV/AIDS in Europe and Central Asia and Vilnius Declaration on Measures to Strengthen Responses to HIV/AIDS in the European Union and in Neighbouring Countries are considered as the primary guiding documents for the work undertaken.
- The GIPA principle: greater involvement of people living with HIV and AIDS.
- “Europe” is defined according to the WHO definition of the broader Europe.¹
- AIDS Action Europe is committed to preventing duplication of existing activities.
- AIDS Action Europe is committed to build on existing experiences, expertise and infrastructure provided by its members and the organisations and institutions with whom it will work.

AIDS Action Europe was formally launched at the Open Forum on AIDS Action in Europe on 22-23 March 2004 in Brussels. The goal of the Open Forum was to reach broad consensus among European nongovernmental organisations (NGOs) on the priority actions to halt the further spread of the HIV/AIDS epidemic, to join forces and to come to specific agreements on follow-up actions. These action plans formed the basis for the future activities of the AIDS Action Europe Steering Committee, Secretariat and members.

¹ AIDS Action Europe follows the WHO definition of Europe, which includes part of Central Asia.

I. Activities

Network and communication

AIDS Action Europe's mission is to mobilise communities and their organisations to contribute to the response to HIV/AIDS and to facilitate that their voices are being heard at the European level. In order to carry out this function, a good communication strategy and an active network of member organisations are key elements which will be developed further in 2006.

Membership of AIDS Action Europe

Goal: to increase membership of NGOs and community based organizations (CBOs) in Europe, and ensure meaningful involvement of member organisations.

Members

Membership is open to all NGOs in Europe, including AIDS service organisations and community-based groups of people living with HIV/AIDS.

In autumn 2005 a massive mailing with new AIDS Action Europe leaflet attached was sent out to 2100 organisations in 49 countries. As a result, the number of AIDS Action Europe members increased from 24 to 61. At present, 27 countries from Europe and Central Asia have at least one NGO member signed-on to the European partnership. In 2006, the aim is to increase the number of members to 120.

Different channels will be used to invite NGOs to become a member among whom the most important ones are the website, e-news, dissemination of the information leaflet and member's registration form at European and international meetings.

Members will have access to regular e-news on activities and forthcoming events and to a page for members only on www.aidsactioneurope.org. Members will have the opportunity to attend AIDS Action Europe meetings, receive help in finding a European partner for specific projects and participate in AIDS Action Europe planning and decision making processes.

In 2006 an information Clearinghouse will be developed, that will enable the members to get access to updated and key information and have interactive contact with other members in Europe (see below project European Partners in Action on AIDS for more information).

Possibly a members meeting will be organised in 2007, pending sufficient funding and no overlap with other meetings.

Partners

Partnership is open to all governmental as well as non-governmental or multilateral organisations, networks and institutions within Europe and world-wide that are not an European NGO.

Currently, the number of partners is 9. In 2006, European networks will be contacted to invite them to become officially a partner of AIDS Action Europe.

Communication strategy

Goal: to maintain an effective and attractive communication strategy towards members, broader network and the public in general.

In order for AIDS Action Europe to facilitate NGO learning and linking and joint action, effective and timely communication is a key tool. Communications will take place through different channels among which the website, e-news, information Clearinghouse, dissemination of reports and materials, targeted mailings, discussion groups and personal and direct communication by phone and e-mail.

E-news

The first issue of e-news was sent to members January 2006. The main target groups of e-news are the AIDS Action Europe members and partners. The e-news contains also a members section. The e-news can be accessed however by other interested parties through www.aidsactioneurope.org. A minimum of 4 issues will appear in 2006.

Website

Early 2006 the AIDS Action Europe website (in English and Russian) will be launched at www.aidsactioneurope.org.

The first half year of 2006 will be dedicated to improve the new website, make necessary adaptations and add-on additional relevant information. By the second half of 2006, the website aims to receive a minimum of 60 visitors monthly.

Clearinghouse

In the first half year of 2006, a new website will be developed and linked to the AIDS Action Europe website. This is the information Clearinghouse to be developed under the project *European Partners in Action on AIDS* (see below).

Goal of the Clearinghouse:

- To strengthen NGOs in Eastern & Western Europe through providing them with access to on-line information produced by other European NGOs and key actors regarding best practices; evidence-based approaches and projects and state-of-the-art reports on priority topics in HIV and AIDS prevention and control.
- To act as a Forum for exchange and sharing of information and experiences among European NGOs through an on-line database of contact information; electronic discussion forums; and matching of NGOs in search of input and partners.

The Clearinghouse will facilitate NGO access to information that is not available through regular databases. The on-line resource will focus on NGO reports and best practice and state-of-the-art publications. Working language of the Clearing house will be English, with extension to Russian.

Distribution of reports and materials

AIDS Action Europe aims to provide NGOs with key information on best practices and lessons learned in the fight against HIV and AIDS in Europe. Dissemination of information will be done mostly through website and e-news channels, taking into account that mailings of printed materials are expensive in the larger Europe. However, the following reports will be also made available in print and disseminated through European and international meetings and conferences:

- State-of-the-art report on media campaigns for NGOs, report of the European best practice seminar on media campaigns, and guidelines on media campaigning in Europe.
- State-of-the-art report, report of a European best practice seminar and guidelines report on an emerging topic which will be decided upon early 2006.
- Report from the best practice seminars on HIV treatment, management and fundraising, and Hepatitis C organised by AIDS Action & Integration projects 2005-2008.
- Reports from 2 Civil Society Forums on HIV/AIDS.

Advocacy and lobby

Goal: to influence European and international policies related to HIV/AIDS through active involvement of European civil society.

AIDS Action Europe has chosen to direct much of its efforts towards influencing European and international policies that reverse the HIV/AIDS epidemic and guarantee the meaningful involvement of civil society and people living with HIV/AIDS (PLWHA) in planning, implementation, monitoring and evaluation of HIV/AIDS policies.

In 2006, AIDS Action Europe will work towards the implementation of the Dublin and Vilnius Declarations on HIV/AIDS and the Commission Communication on HIV/AIDS, taking into consideration that these instruments enable more coordinated action in and for Europe. AIDS Action Europe will continue as well to strive for implementation of the UNGASS Declaration of Commitment, in close collaboration with ICASO.

In relation to its advocacy and lobby work, AIDS Action Europe will work closely with other European networks, initiatives and projects. In particular, AIDS Action Europe considers as key partners the European AIDS Treatment Group (EATG), the AIDS Action & Integration Projects 2005-2008, CEEHRN, the Global Fund, World Health Organization Regional Office for Europe, European Network for HIV Patient Organisations, Eastern European & Central Asian Union of PLWA Organizations. When considered appropriate, AIDS Action Europe will also work together with initiatives like the World AIDS Campaign, the Stop AIDS Alliance, International AIDS Vaccine Initiative (IAVI), AIDS & Mobility among others. At the minimum, AIDS Action Europe will exchange relevant information with these networks and keep them updated about AIDS Action Europe actions.

AIDS Action Europe will maintain an updated agenda on European and international meetings that AIDS Action Europe should target/ attend.

In 2005 AIDS Action Europe managed to secure an important advocacy position with the European Commission, through different structures explained below. Advocacy will continue to be one of the key roles that AIDS Action Europe undertakes. Part of this will be carried under the project *European Partners in Action on AIDS* (see more information below). This project links directly to the Commission structures that AIDS Action Europe plays a role in.

Civil Society Forum on HIV/AIDS

Prior to each Think Tank on HIV/AIDS meeting, a Civil Society Forum will be organised by the European Commission, together with AIDS Action Europe and EATG. AIDS Action Europe and EATG will be responsible for both agenda-setting, chairing the meetings and producing and disseminating the meeting reports. The meetings are excellent opportunities for agenda-setting among European NGOs, networking and exchange of information and initiatives.

Two meetings are planned (February and November) with 35 participants each. The February meeting will focus on human rights. The Fall meeting topic is still to be decided.

Think Tank on HIV/AIDS

AIDS Action Europe, as well as EATG, managed in 2005 to secure 3 seats each at the Think Tank in representation of European civil society. This group serves as an advisory body for the Commission on HIV/AIDS policies. The AIDS Action Europe representatives will ensure that conclusions and recommendations from the preceding Civil Society Forum will be presented and defended at the Think Tank.

Two meetings are planned (February and November).

European Health Forum

In order to ensure that HIV/AIDS is part of the European public health agenda, AIDS Action Europe will participate actively in the yearly European Health Forum organised by the European Commission.

Health Policy Forum

Pending Commission approval of our application, AIDS Action Europe will become a member of this selected group of key stakeholders that meet once yearly to provide input to the Commission on health issues.

Eastern European Central Asian AIDS Conference (EECAAC)

The Eastern European Central Asian AIDS Conference is going to take place 15-17 May 2006 in Moscow, Russian Federation. This is the first regional conference for Eastern Europe and Central Asia. AIDS Action Europe has prioritised this region in its aims and actions. Therefore AIDS action Europe is planning to be involved and be visible at this event (through inputs to the program, presentations, publications, etc.).

International Conference on the Reduction of Drug Related Harm

The 17th International Conference on the Reduction of Drug Related Harm will take place in Vancouver, Canada starting April 30th, 2006. This year it is expected up to 1,500 delegates from every corner of the harm reduction community and every corner of the world. This is a working conference seeking real ways to improve harm reduction measures.



International AIDS Conference (IAC)

The International AIDS Conference will take place 13-16 August 2006 in Toronto, Canada. AIDS Action Europe is planning to be involved in this international forum. As the Conference approaches the more concrete ways of possible involvement will be explored (booth, sessions, meetings, etc.) and needed actions undertaken.

AIDS Action Europe, as European partner of ICASO (International Council of AIDS Service Organisations), will be involved in its program at the Conference. It is envisaged to organize the partners meeting of the project Community-based advocacy and networking to scale-up HIV prevention in an era of expanded treatment, also to present this project, its outcomes, challenges and emerging issues to the wider audience of the Conference.

Information about activities of AIDS Action Europe at the Conference will be announced on our website as soon as it becomes available.

UNGASS evaluation

In the preparation of the United Nations High Level meeting in September 2006 to review the implementation of the Declaration of Commitment ICASO together with other partners is undertaking activities to monitor the implementation of the Declaration in several countries. AIDS Action Europe will be able to facilitate the information sharing around this project and its outcomes in Europe, provide input, support and disseminate calls for action from other networks and NGOs.

Project European Partners in Action on AIDS

Goal: To strengthen knowledge, capacities, discussion and exchange among AIDS-related NGOs and CBOs in Western and Eastern Europe in order to encourage concerted action and the acceleration of innovation in their approaches in the fight against HIV and AIDS.

This project starts January 1, 2006 with a duration of three years. The project is co-financed by the European Commission and other sponsors.

Specific objectives:

- Development of a body of knowledge on best practices related to newly emerging and/or key HIV/AIDS-related topics in Europe.
- Translation of lessons learned and of strategies for acceleration of innovative approaches into European standards and guidelines.
- Information dissemination and facilitation of exchange and joint action among European NGOs through the development of a European information Clearinghouse on HIV/AIDS.
- Provision of a Forum for exchange, sharing of information and experiences and creation of European consensus on strategies for acceleration of innovative approaches.
- Development of closer relations between European institutions and structures and NGOs.

Summary of 2006 work plan

Activity	When	Whom
Best practice seminar, state-of-the-art reports and guideline reports on mass media campaigns	Seminar September 2006 Report launched WAD	Sensoa
Best practice seminar, state-of-the-art reports and guideline reports on topic to be decided	Seminar November 2006 Report December	Soa Aids Nederland
Initiation development of seminar on risk reduction among MSM	Start September 2005 Seminar in 2007	Aides
Development of Clearinghouse	January-December	Soa Aids Nederland
Steering Committee meetings	February 2006 September 2006	Soa Aids Nederland

Project Community-based advocacy and networking to scale-up HIV prevention in an era of expanded treatment

Background

In 2005 ICASO started implementing the 5-year project *Community-based advocacy and networking to scale-up HIV prevention in an era of expanded treatment*. It is implemented in 10 countries across the world through its Regional Secretariats and partners. Given the risk of prevention efforts falling behind expanded treatment access initiatives, this project aims to support a broad-sweeping policy and programming shift to increase access to comprehensive prevention services alongside expanded treatment services. One of the main objectives of the Project is to strengthen local capacities, therefore it is implemented through in-country partner organisations.

AIDS Action Europe – the European partner of ICASO – is responsible for the project implementation in Eastern Europe – Russia and Ukraine. The in-country partners in these countries are: Russian Harm Reduction Network (Russia) and Coalition of HIV Service Organizations (Ukraine).

The project is designed in 9 activities, but countries are free to develop their own work under this framework according to realities, needs and situation on the ground. The work in countries must contribute to the goal of the global project.

The 9 activities project framework:

- Identifying in-country partners; project orientation on expanding and aligning prevention and treatment interventions; establishing baselines; defining targets and outcomes.
- Skills building and training for in-country NGOs and CBOs on policy analysis, networking and advocacy related to expanding and aligning national prevention and treatment programs.
- Development of strategies for community education and awareness raising regarding the expansion and alignment of prevention and treatment activities, adjusting prevention messages to the socio-cultural setting.
- Mobilization of PLWHA for prevention initiatives, with a view to making the GIPA principle (Greater Involvement of People Living with HIV/AIDS) a reality in the selected countries.
- Strengthening NGO and CBO participation in building linkages between clinical and community social service interventions, and create an environment for the work of CBOs and AIDS Service Organizations (ASO) in promoting voluntary counselling and testing (VCT), home-based care, treatment literacy and adherence to treatment regimens.
- Developing and implementing community interventions to address social, cultural, political and economic barriers in fighting stigma and discrimination.
- Promoting community participation in the development of new preventive technologies, such as vaccines and microbicides, and linking that participation with existing expanded treatment access initiatives.
- Developing 10 country advocacy agendas and engaging networks to implement them.
- Ongoing monitoring and review of processes, outputs and outcomes.

Planned project work in 2006

In 2006 the project is going to start the second year of its life and will follow the same framework of 9 activities. Part of the work will be the follow-up after activities in 2005, another part will introduce new activities and issues. In Russia and Ukraine there will be respectively 5 and 6 forums of various forms organised. These will cover such topics as skills building on advocacy for AIDS-service organisations; adherence to AR.V; addressing stigma and discrimination, including contributing to country legislation on the issue of stigma and discrimination; issues of clinical trials and vaccines; NGOs participation in government policies around alignment of HIV prevention and treatment services; human rights, HIV prevention and VCT at the workplace. Both countries will have meetings to review the country advocacy agenda around alignment of HIV prevention and treatment services which was developed at the end of 2005 and will be implemented through 2006.

As in 2005 activities will be carried out in partnerships with other organisations such as Charitable Foundation “Kolodets”, AIDS Foundation East-West, Public organization “Community of People Living with HIV/AIDS”, UNAIDS, EATG in Russia; and International HIV/AIDS Alliance, AIDS Foundation East-West, International Renaissance Foundation, USAID, All-Ukrainian Network of People Living with HIV, UNAIDS in Ukraine and others.

The project work and outcomes will be presented during various forums and events taking place in 2006. Project work also envisages developing and producing informational materials and reports from events taking place.

AIDS Action & Integration projects 2005-2008

AIDS Action Europe will support four seminars of this project in 2006:

- Hepatitis C and drug users (March 8-10, Vilnius)
- HIV/AIDS NGO Management (April 20-22, Riga)
- Quality of life when you live with HIV/AIDS (June 23-25, Poland)
- HIV treatments update (Fall 2006)

Support will consist of dissemination of calls for registration and proposals, dissemination of seminar reports and financial support for participants from Central and Eastern Europe and Central Asia.

Meetings and conferences

Next to the organisation of two yearly SC meetings, the Secretariat will also coordinate AIDS Action Europe representation in important European and international events. Based on 2004, the secretariat expects every 1-2 months 1 important meeting in which AIDS Action Europe representation should be secured. These include participation in EC-groups and meetings, like the EU Think Tank on HIV/AIDS.

The secretariat will work on developing and maintaining an updated meeting agenda, in order to facilitate longer-term planning of AIDS Action Europe representatives. AIDS Action Europe representatives should debrief the secretariat and the SC on their role and the outcomes of the meetings.

Planned Meetings for 2006

- 2 meetings Eastern Office and Western Office Secretariat AIDS Action Europe (February & September)
- 2 Steering Committee meetings (February & September)
- 2 best practice seminars project *European Partners in Action on AIDS* (September & November)
- 2 Civil Society Forums and Think Tank on HIV/AIDS (February and November)
- 4 best practice seminars *AIDS Action & Integration projects* (facilitated by AIDES, additional participants secured by Eastern Office)
- Planning meeting ICASO for regional secretariats (Fall-Winter 2006)
- EECAAC and IAC conferences (May and August)

II. Organisation

Secretariat

The Secretariat will undertake activities in relation to its function as European partner of ICASO, and in coordination with the work plan agreed upon with the AIDS Action Europe Steering Committee. The AIDS Action Europe Secretariat has a Western office in Amsterdam, the Netherlands, and an Eastern office in Vilnius, Lithuania. The Western office is hosted by Soa Aids Nederland, the Eastern office by CEEHRN.

Roles of the Western and Eastern offices

The Western office is responsible for overall financial and administrative management of AIDS Action Europe and its projects. The Eastern office focuses more on management of AIDS Action Europe projects in Central and Eastern Europe and Central Asia. Working language at the Eastern office is English and Russian, at the Western office English only.

Staffing

In 2006, the Western Office in the Netherlands will consist of one part-time coordinator and assistant. For the project *European Partners in Action on AIDS* a part-time communication officer will be recruited. The Eastern Office in Lithuania will consist of one full-time coordinator.

Steering Committee

The current Steering Committee consists of 10 members and one Chair (see list in annex A). In 2006, further procedures for SC replacement processes will be developed. The secretariat will coordinate the selection and replacement processes for the Steering Committee, including the selection of a Chair.

The Secretariat will organise bi-monthly teleconferences and Steering Committee meetings twice yearly, tentatively in February and September. The secretariat will inform the SC timely and adequately on all AIDS Action Europe issues and will facilitate exchange of information among the members.

Fundraising

The Secretariat will maintain relations with all funders and sponsors and provide them with progress, annual reports and financial reports.

Since the main funders have indicated that they will probably phase-out their funding by the end of 2006, the secretariat will work in early 2006 on a funding strategy for securing new core funding, particularly co-funding for the project *European Partners in Action on AIDS*.

The Eastern office will remain in large extension funded through grants received by ICASO for the project *Community-based advocacy and networking to scale-up HIV prevention in an era of expanded treatment*.

Monitoring & evaluation

See below the framework of activities, time-table and indicators. The secretariat will monitor the implementation of the work plan according to these indicators and time-frame. More detailed monitoring and evaluation plan have been develop for the specific projects that AIDS Action Europe is involved in. This will enable a sound and transparent management and accountability to the SC, members, partners, sponsors, funders and the public in general. The secretariat will produce quarterly and annual activity and financial reports.

III. Framework work plan 2006

Activity	Month 1-3	Month 4-6	Month 7-9	Month 10-12	Outcomes	Indicators
Membership						
Recruitment	x	x	x	x	Increased membership	60 new members (currently 61) 5 new partners (currently 9)
Networking and Communication						
Electronic newsletter	x	x	x	x	Quarterly electronic newsletter sent to members and other contacts.	4 newsletters yearly prepared and sent. # of contacts the newsletter is sent to # of members' inputs in newsletter # of new members
Website development & maintenance	x	x	x	x	Comprehensive and updated website in English and Russian. Clearinghouse website developed.	Functioning website. 2006: 600 visits 2006: Clearinghouse website functioning. Organisational database accessible through website
Dissemination of materials	x	x	x	x	Materials disseminated among members and other contacts.	# of AAE materials disseminated, according to plan # of other materials disseminated # of contacts to whom materials disseminated, according to plan Minimum of 11 reports disseminated among members and other interested parties.
Regular communications	x	x	x	x	Effective communication	90% of incoming mail and requests responded

Advocacy with European Commission						
2 meetings civil society forum and Think Tank on HIV/AIDS	x			x	Minutes of meetings	AAE participated in 2 Think Tank meetings on HIV/AIDS and leader of 2 EC Civil Society Forums
Project European Partners in Action on AIDS (EPAA)						
Clearinghouse	x	x	x	x	Clearinghouse website developed and used.	# of Clearinghouse visitors. # of NGOs that have included their profile on website (minimum 80).
2 best practice seminars	x	x	x	x	2 best practice seminars, state-of-the-art reports, seminar reports and guidelines.	Seminar reports (300 copies of each distributed). 40 scholarships total. 80 seminar participants total. Evaluation forms from participants seminars
Prevention & Treatment project ICASO	x	x	x	x	Workplan and report	Activities carried out in Russia and Ukraine, according to workplan
5 forums in Russia	x	x	x	x	5 forums, reports	Total around 152 participants Reports distributed
6 forums in Ukraine	x	x		x	6 forums, reports	Total around 125 participants Reports distributed
Financial and narrative progress and annual reports	x	x		x	Reports available	3 progress reports, 1 annual report
Best practice seminars AAI projects (ensuring EE representation)						
4 best practice seminars	x	x	x		EE representation in AAI seminars	3 participants from EE in each seminar
Other events						
Representation AIDS Action Europe in int. meetings & seminars (EECAAC, IAC)	x	x	x	x	Meeting report & next steps	AAE represented in 1 international meeting bimonthly

Fundraising	x	x	x	x	Sufficient budget for planned activities workplan 2006	100% budget secured
Monitoring & evaluation	x	x	x	x	Quarterly progress reports Annual reports	Progress reports and annual reports sent to members, donors, ICASO
Secretariat						
Secretariat planning meetings	x		x		Work agreements	2 meetings yearly held
ICASO planning meetings				x	Minutes of meeting	Secretariat participated in annual meeting
Steering Committee						
Meetings	x		x		Minutes	2 meetings yearly
Conference calls	x	x	x	x	Minutes	Bi-monthly

IV. Contact details AIDS Action Europe Secretariat

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