

IASC Reference Group on HIV/AIDS in emergency settings
 Plan of Action for 2002-2003

Fourth background document : Report of the HIV/AIDS in emergency Settings RG

Objective 1 : Mobilise political will and commitment at national and global levels to respond to HIV/AIDS in emergency settings

Expected Output	Activity	Benchmarks / Milestones	Timeframe	Lead Agency	Resources that are needed	Notes
A. Issues related to HIV/AIDS in emergency settings integrated into relevant components of humanitarian interventions due to advocacy efforts aimed at humanitarian forums	A1. Advocate at major events, forums, and info systems on the importance of responding to HIV/AIDS in emergency settings.	A1a. A list of the major humanitarian events, forums, information systems and media that exist, and a report on the division of responsibility to advocate the importance of responding to HIV/AIDS in emergency settings at each event, forums, info system and media is produced	Nov 02	OCHA / UNAIDS	None needed	RG activity: priority 2
		A1b. A periodic update to the IASC RG on the efforts undertaken to advocate the importance of responding to HIV/AIDS in emergency settings at humanitarian events, forums, media and info systems is produced	Ongoing: Feb 03, Jun 03, Sep 03, Nov 03	OCHA / UNAIDS	To be confirmed	
	A2. Raise the awareness of the heads of the IASC WG at HQ and the field, trust funds and foundations, etc., on the importance and need to integrate HIV/AIDS in emergency settings into relevant components of humanitarian response.	A2a. A Joint letter from UNAIDS and OCHA on the importance and need to integrate HIV/AIDS in emergency settings into relevant components of humanitarian response is sent to the heads of agencies, UN Theme group chairs, resident reps, UN SG's Special Envoys on AIDS for Africa and for Asia (if possible the letter should coincide with release of the upcoming UNAIDS report discussing HIV in emergency situations)	Dec 02	OCHA / UNAIDS	None needed	RG activity: priority 1
B. More human, material and financial resources allocated to HIV/AIDS in emergency settings due to advocacy efforts aimed at donor and resource mobilisation mechanisms	B1. Identify resource mobilisation mechanisms for the purpose of tapping potential resources and as a forum to advocate a response to HIV/AIDS in emergency settings	B1a. A report is produced on (1) available resource mobilisation mechanisms that may be tapped for potential resources and as a forum to advocate a response to HIV/AIDS in emergency settings, and (2) on the division of labour between the IASC RG members that would advocate the importance of responding to HIV/AIDS in emergency settings at each resource mobilisation mechanism	Nov 02	RG Coordinator	None needed	RG activity: priority 2. Efforts should stress taking on HIV at levels of policy and of action
		B1b. A periodic update to the IASC RG is produced on initiatives taken to sensitise resource mobilisation mechanisms to the importance of responding to HIV/AIDS in emergency settings	Ongoing: Nov 02, Feb 03, Jun 03, Sep 03, Nov 03	RG Coordinator	None needed	
		B1c. A report is produced on initiatives taken to sensitise resource mobilisation mechanisms to the importance of responding to HIV/AIDS in emergency settings	Nov 03	RG Coordinator	None needed	

IASC Reference Group on HIV/AIDS in emergency settings
Plan of Action for 2002-2003

Objective 2: Improve the evidence base of HIV/AIDS in emergencies settings						
Expected Output	Activity	Benchmarks / Milestones	Timeframe	Lead Agency	Resources that are needed	Notes
C. Readily available and useable existing data on HIV/AIDS in emergency settings	C1. Review the published quantitative (first round) and qualitative evidence (second round) available at agencies and organisations on HIV/AIDS in emergency settings	C1a. The framework of the first round of a review on published quantitative evidence base on HIV/AIDS in emergency settings is developed	Dec-02	UNAIDS	None for first round, secondary analysis would require funding	RG activity: priority 1. A first round of the review will focus on quantitative data using epidemiological and behavioural data, and nutritional evidence. A second round will review qualitative evidence.
		C1b. A report on the first round of a review on published quantitative evidence base on HIV/AIDS in emergency settings is produced	Feb 03 at IASC WG meeting	UNAIDS	??	
	C2. Review the data on HIV/AIDS in emergency settings that is available at agencies and organisations	C2a. A Working Group on the review of the data on HIV/AIDS in emergency settings is established	Nov 02	UNHCR	None for first round, secondary analysis would require funding	RG activity: priority 1. The review of data will focus on refugees, migrants, IDP, children, women & girls, sex workers, uniformed services, peacekeepers, food security, the demobilisation process, humanitarian workers, minorities, amongst others. Several of the agencies listed have unanalysed data that might shed light on HIV/AIDS risk and vulnerability both in emergency settings and over subsequent years (e.g. on refugees, IDPs, migrants from countries involved in conflict, demobilization). Each of the data sets is probably inadequate on its own, but put together could possibly be of great use for enhancing understanding.
		C2b. A project description of the review of the data on HIV/AIDS in emergency settings is finalised	Nov 02	UNHCR	??	
		C2c. A review of literature on HIV/AIDS in emergency settings is undertaken using various search engines to make a preliminary identification of existing data sets within organisations	Feb 03	UNHCR	??	
		C2d. Existing data on HIV/AIDS in emergency settings that is identified is systematically organised, gaps identified, and suggestions made on possible further analysis	Jun 03	UNHCR	??	
C2e. The first draft of the review of data on HIV/AIDS in emergency settings indicating the research agenda and possible further analysis is produced	Sep 03	UNHCR	??			
D. Information concerning current and planned activities on HIV/AIDS in emergency settings shared among concerned agencies	D1. Identify and share with concerned agencies current and planned activities on HIV/AIDS in emergency settings	D1a. A report of pertinent ongoing and planned research on HIV/AIDS in emergency settings being carried out by each organisation in the IASC RG is produced	Nov 03	RG coordinator	None needed	
		D1b. Information on pertinent, ongoing and planned research on HIV/AIDS in emergency settings is updated at each IASC WG reporting period meetings	Ongoing: Feb 03, Jun 03, Sep 03, Nov 03	RG coordinator	None needed	
E. Ongoing process(es) to collect, document and share best practices and lessons learned on HIV/AIDS in emergency settings	E1. Facilitate the discussion and the exchange of information on HIV/AIDS in emergencies by the use of existing information exchange systems	E1a. Existing documents, best practices and lessons learned on HIV/AIDS in emergencies are gathered and collated	End Dec 03	RG coordinator / UNAIDS	If done by a consultancy, \$10-15,000.	RG activity: priority 1.
		E1b. An information sharing network on HIV/AIDS in emergencies with easy access by all practitioners is established	End Jul 03	RG coordinator / UNAIDS	\$5-10,000 for the engagement of a consultant for 1-2 months to design templates	
		E1c. Discussions and information exchange on HIV/AIDS in emergencies is facilitated by the use of ReliefWeb and other appropriate websites	End Dec 03	RG coordinator / UNAIDS	none	

IASC Reference Group on HIV/AIDS in emergency settings
Plan of Action for 2002-2003

Objective 3: Build support, capacity and responsibility for HIV/AIDS in emergency settings amongst the humanitarian community

Expected Output	Activity	Benchmarks / Milestones	Timeframe	Lead Agency	Resources that are needed	Notes
F. Core principles of prevention and response to HIV/AIDS incorporated into operational protocols, policies, strategies etc. in all sectoral activities in emergency settings.	F1. Design a proposal on core principles on prevention and response to HIV/AIDS in emergency settings	F1a. Existing protocols, policy statements, etc. on prevention and response to HIV/AIDS in emergency settings are collected	End Oct 02	OCHA/UNDP (with support from all IASC members)	none	RG activity: priority 1
		F1b. Documentation on prevention and response to HIV/AIDS in emergency settings is collected, analysed and summarised	End Nov 02	UNDP	none	
		F1c. The analysis and summary on prevention and response to HIV/AIDS in emergency settings is reviewed by the RG with a view to identifying a proposal on prevention and response to HIV/AIDS in emergency settings to be presented to the IASC WG for endorsement.	End Feb 03	UNDP/OCHA (with additional members)	none	
		F1d. A proposal containing core principles on prevention and response to HIV/AIDS in emergency settings, that will be submitted for endorsement by the IASC WG, is completed.	End Nov 03	UNDP/OCHA	none	
	F2. Present the proposal on prevention and response to HIV/AIDS in emergency settings to the IASC WG for endorsement and inclusion into the operating procedures of ALL IASC members, as appropriate.	F2a. The proposal on prevention and response to HIV/AIDS in emergency settings is endorsed by the IASC WG and adopted by all IASC members.	Dec 03 : IASC Plenary	Chair IASC RG on HIV/AIDS	expenses should be met on an agency by agency basis.	RG activity: priority 1
G. Amended ToR of key humanitarian personnel (e.g. HC, RC, humanitarian workers) that includes the responsibility on prevention and response to HIV/AIDS in emergency settings	G1. Recommend inclusion of the responsibility on prevention and response to HIV/AIDS in emergency settings in the ToR and job descriptions for HC, RC and humanitarian workers	G1a. Existing and ongoing drafts of ToRs and job descriptions for HC, RC and humanitarian workers are collected	End Sep 02	OCHA/UNDP	none	RG activity: priority 1
		G1b. Detailed elements on prevention and response to HIV/AIDS in emergency settings are drafted for inclusion in the TOR of RC, HC and humanitarian workers, etc. showing responsibilities and inter-relationships between the RC & HC	In step with ongoing review within UNDG and IASC	OCHA/UNDP/IASC Secretariat	none	
		G1c. Templates of the ToR and job descriptions for HC, RC and humanitarian workers that include the responsibility on prevention and response to HIV/AIDS in emergency settings are finalised	End Jun 03	UNDP		

IASC Reference Group on HIV/AIDS in emergency settings

Plan of Action for 2002-2003

Objective 4: Finalise and disseminate the "matrix" of essential elements for HIV/AIDS action in emergency settings

Expected Output	Activity	Benchmarks / Milestones	Timeframe	Lead Agency	Resources that are needed	Notes
H. A "matrix" of essential elements for HIV/AIDS action in emergency settings that is endorsed by the IASC RG	H1. Make available the draft matrix of essential elements for HIV/AIDS action in emergency settings for review by other IASC members and NGOs	H1a. Existing comments on the matrix of essential elements for HIV/AIDS action in emergency settings are compiled and consolidated	Sep 02	UNICEF / UNFPA	??	RG activity: priority 1
		H1b. A conference call on the matrix of essential elements for HIV/AIDS action in emergency settings is organized by UNFPA and UNICEF	Sep 02	UNICEF / UNFPA	??	
		H1c. The matrix of essential elements for HIV/AIDS action in emergency settings is translated into Spanish and French	Oct 02	ICMH / WFP	??	
		H1d. Additional comments on the matrix of essential elements for HIV/AIDS action in emergency settings are obtained	Oct 02	UNICEF / UNFPA	??	
H2. Complete and make widely available the matrix of essential elements for HIV/AIDS action in emergency settings		H2a. All new comments on the matrix of essential elements for HIV/AIDS action in emergency settings are consolidated	Nov - Dec 02	UNICEF / UNFPA	??	RG activity: priority 1
		H2b. The final draft of the matrix of essential elements for HIV/AIDS action in emergency settings is completed	Jan 03	UNICEF / UNFPA	??	
		H2c. The final draft of the matrix of essential elements for HIV/AIDS action in emergency settings is submitted to the IASC WG and their comments collected and included in the final draft	Nov - Dec 02	WHO	??	
I. The matrix of essential elements for HIV/AIDS action in emergency settings incorporated in tools (eg CAP, training tools, SPHERE, etc) used to operationalise response to HIV/AIDS in emergency settings	I1. Advocate the use of the matrix (eg CAP, training tools, SPHERE, etc) of essential elements for HIV/AIDS action in emergency settings	I1a. The matrix of essential elements for HIV/AIDS action in emergency settings is sent to all relevant humanitarian agencies for the purpose of advocating the importance on responding to HIV/AIDS in emergency settings	Dec 03	RG Coordinator	??	RG activity: priority 2

IASC Reference Group on HIV/AIDS in emergency settings
 Plan of Action for 2002-2003

Objective 5: Develop and disseminate guidelines

Expected Output	Activity	Benchmarks / Milestones	Timeframe	Lead Agency	Resources that are needed	Notes
J. IASC Guidelines on responding to HIV/AIDS in emergency settings	J1. Recruit a consultant and graphic artist to develop the IASC Guidelines on responding to HIV/AIDS in emergency settings	J1a. The terms of reference for the consultant and graphic artist to be recruited to develop the IASC Guidelines on responding to HIV/AIDS in emergency settings are prepared	Oct 02	WHO	??	RG activity: priority 1
		J1b. The consultant and graphic artist that will develop the IASC Guidelines on responding to HIV/AIDS in emergency settings are recruited	Nov - Dec 02	WHO	??	
J2. Establish a working group on the development of the IASC Guidelines on responding to HIV/AIDS in emergency settings	J2a. Members of Working Group on the development of the IASC Guidelines on responding to HIV/AIDS in emergency settings are identified	J2a. Members of Working Group on the development of the IASC Guidelines on responding to HIV/AIDS in emergency settings are identified	Oct 02	WHO	??	RG activity: priority 1
		J2b. The terms of reference for the Working Group on the development of the IASC Guidelines on responding to HIV/AIDS in emergency settings are defined	Nov-Dec 02	WHO	??	
J3. Produce the IASC Guidelines on responding to HIV/AIDS in emergency settings	J3a. The first draft of the IASC Guidelines on responding to HIV/AIDS in emergency settings is sent to the IASC RG for review	J3a. The first draft of the IASC Guidelines on responding to HIV/AIDS in emergency settings is sent to the IASC RG for review	Apr 03	Working Group	??	RG activity: priority 1
		J3b. The comments of the review of the first draft of the IASC Guidelines on responding to HIV/AIDS in emergency settings are integrated into the subsequent draft of the Guidelines	May 03	Consultant	??	
		J3c. A group of appropriate humanitarian field workers are identified and the 2nd draft of the IASC Guidelines on responding to HIV/AIDS in emergency settings is sent to them for feedback, comments and input.	Jun - Jul 03	Working Group	??	
		J3d. Field visits by the Working Group on the development of the IASC Guidelines on responding to HIV/AIDS in emergency settings are undertaken as part of review process of developing the Guidelines	Sep 03	Working Group	??	
		J3e. The graphic display of the IASC Guidelines on responding to HIV/AIDS in emergency settings is prepared	Oct 03	Graphic Artist	??	
		J3f. The final draft of the IASC Guidelines on responding to HIV/AIDS in emergency settings is reviewed	Oct 03	Working Group	??	
		J3g. All comments on the IASC Guidelines on responding to HIV/AIDS in emergency settings are incorporated in the Guidelines	Nov 03	Consultant	??	
		J3h. The totality of all previous comments on the IASC Guidelines on responding to HIV/AIDS in emergency settings are compiled	Nov 03	Consultant	??	
		J3i. The graphic layout of the IASC Guidelines on responding to HIV/AIDS in emergency settings is completed	Nov 03	Graphic Artist	??	
J4. Submit to the IASC WG the final draft of the IASC Guidelines on responding to HIV/AIDS in emergency settings	J4a. The final draft of the IASC Guidelines on responding to HIV/AIDS in emergency settings is submitted to the IASC WG for approval and endorsement	J4a. The final draft of the IASC Guidelines on responding to HIV/AIDS in emergency settings is submitted to the IASC WG for approval and endorsement	Dec 03	Working Group	??	RG activity: priority 1

IASC Reference Group on HIV/AIDS in emergency settings

Plan of Action for 2002-2003

Objective 6: Identify and formulate training needs in consultations with humanitarian field workers

Expected Output	Activity	Benchmarks / Milestones	Timeframe	Lead Agency	Resources that are needed	Notes	
K. Issues and concerns related to HIV/AIDS in emergency settings mainstreamed into existing training processes	K1. Conduct a workshop with humanitarian field personnel to establish needs and key areas for training in HIV/AIDS in emergency settings	K1a. The IASC RG plan of action on HIV/AIDS in emergency settings is distributed to a select group of humanitarian field workers that will participate at the workshop to establish needs and key areas for training in HIV/AIDS in emergency settings	End Dec 02	FAO / to be discussed and confirmed with the RG	??	RG activity: priority 2	
		K1b. A workshop on key areas for training in HIV/AIDS in emergency settings is held at country level for groups of humanitarian field workers and other relevant actors. At this meeting the Guidelines on HIV/AIDS in emergency settings, as well as the Matrix of Responsibilities will be introduced and distributed to the participants.	End Feb 03	FAO	??		
	K2. Conduct an expert consultation on HIV/AIDS in emergencies with key actors	K2a. The expert consultation with key actors on HIV/AIDS in emergency settings is designed and actors and themes identified, etc	End Dec 02	FAO	??	RG activity: priority 2	
		K2b. An expert consultation with key actors on HIV/AIDS in emergency settings is conducted	End Jun 03	FAO	??		
		K2c. The results of the in-country expert consultations with key actors on HIV/AIDS in emergency settings are summarised	End Jul 03	FAO	??		
	K3. Develop a mid-level Training of Trainers programme for workshops on HIV/AIDS in emergencies	K3a. A mid-level Training of Trainers programme for workshops on HIV/AIDS in emergencies is designed	Sep 03	??	??	RG activity: priority 2	
		K3b. The mid-level Training of Trainers programme for workshops on HIV/AIDS in emergencies is field tested	Nov 03	??	??		
		K3c. The mid-level Training of Trainers programme for workshops on HIV/AIDS in emergencies is revised as deemed appropriate	End Dec 03	??	??		
	L. A core training module on HIV/AIDS in emergency settings integrated into existing training packages and materials	L1. Design a core module on training in HIV/AIDS and emergency settings	L1a. A meeting with the IASC RG on training and contingency planning for prevention and response to HIV/AIDS in emergency settings is held to review existing relevant material relevant for the design of a core module on training in HIV/AIDS and emergency settings	End Oct 02	UNFPA/UNDP	??	RG activity: priority 2
			L1b. A survey of existing training on prevention and response to HIV/AIDS is conducted to extract core principles and effective designs for a core module on training in HIV/AIDS and emergency settings	End Dec 02	UNFPA/UNDP	??	
L1c. The core module on training in HIV/AIDS and emergency settings is designed and sent to the IASC RG for review.			End Feb 03	UNFPA/UNDP	??		
L1d. The core module on training in HIV/AIDS and emergency settings of humanitarian field workers is finalised and accompanying training materials are printed.			End Mar 03	UNFPA/UNDP	??		
L1e. A core module on training in HIV/AIDS in emergency settings identified earlier is integrated in existing training materials			End Sep 03	UNFPA/UNDP	??		
L2. Hold a training workshop on HIV/AIDS in emergency settings for trainers & facilitators that is part of existing training processes (ie, CAP, DMP, etc) in which the core training module on HIV/AIDS in emergency settings is integrated			L2a. A workshop that is part of existing training processes in which the core training module on HIV/AIDS in emergency settings is integrated for trainers & facilitators is developed	End Oct 03	??	Funding is needed	
L2b. The workshop that is part of existing training processes in which the core training module on HIV/AIDS in emergency settings is integrated for trainers & facilitators is convened and conducted		End Nov 03	??	??			