

Progress Report on the Consultancy Work for the IIGH/A

Prepared by:

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Submitted to:

Atlantic Centre of Excellence for Women's Health

March 2003

Introduction

Upon the completion of the Preparing the Canvas workshop coordinated by the ACEWH, I was contracted to help facilitate the process related to the on-going development of the IIGH/A (see TORS Attachment #1). In particular I was asked to work on:

1. Vision, Mission, Goals, Objectives
2. Logic Framework Analysis
3. Organization structure
4. Letters of partnership
5. Critical path to the pilot IIGH/A

In addition I was asked to support the work being done on resource mobilization (TORS: part 3, Task 11) for the pilot IIGH/A for June 2004.

Over January – March 2003 progress was made on these tasks. As steps are taken to move forward with the IIGH/A it is expected the ‘products’ of these tasks will be ratified and used or modified to fit the emerging realities.

In this report I briefly outline the status of each task and the present ‘product’ that has been developed to date. It is expected these will receive further feedback during the next few weeks and a final version will be prepared in April.

Task #1: Working drafts of IIGH/A vision, mission, goals and objectives, TORS for working groups

Status

To date we have made progress on each of the organizational elements identified in Task 1 in the introduction. Some of the briefer elements are inserted here. A complete set of 'products' also appears as attachment #2.

Erin is developing the curriculum and day to day program for the IIGH/A. It would be good to send attachment #2 to her to ensure the essence of the overall curriculum corresponds with what has been developed in the organizational elements.

Preliminary TORS for the working groups have been developed and appear as attachment #3.

A) Vision – we have discussed 9 possibilities. At present we have circulated “Working together for a world without HIV/AIDS” to workshop participants for their feedback. The final version will be used to inspire partnerships in the development of the IIGH/A.

B) Mission – we circulated a draft mission to workshop participants. Using the feedback received I recommend the following version is:

The International Institute on Gender and HIV/AIDS (IIGH/A) creates opportunities for young and experienced leaders from all sectors to understand the differing vulnerabilities and impacts of HIV/AIDS on women and men, girls and boys around the world.

The IIGH/A will prepare leaders from public, NGO and private organizations to address inequities and increase their capacity to influence and shape policies, programs and practices across sectors e.g. agriculture, health, education that affect the HIV/AIDS epidemic.

Through training, gender-based action research and an international multi-sectoral network of faculty and participants, the IIGH/A will inspire leaders to engender policies and programs that reduce the spread of HIV and mitigate the impact of AIDS-related illnesses.

IIGH/A programs and initiatives are based on the principles of social justice, collaboration, commitment, capacity building, accountability and authentic involvement of persons infected and affected by HIV/AIDS.

C) Goals

Three substantive goal areas have been identified for the IIGH/A in the areas of training, research and membership. In addition, there are 2 goals related to resource mobilization and the secretariat of the IIGH/A. A focal person from ACEWH has been asked to review the pertinent goals and circulate them to a working group for discussion. The working groups are comprised of workshop participants who expressed an interest in contributing further to the IIGH/A in this area.

The draft goal statements are:

Curriculum and Training – To provide training opportunities in which leaders will begin to appreciate the differing vulnerabilities and impacts of HIV/AIDS programs, policies and practices on women and men, girls and boys

To enable leaders to use gender-based analysis to transform HIV/AIDS policies, programs, and practices across sectors in their national contexts

Research and Impact/Uptake – To evaluate the efficacy of the training environment and curriculum to motivate and enable leaders to develop HIV/AIDS policies, programs, and practices that respond to the gender dimensions of the pandemic.

To develop a research agenda aligned with the principles and vision of the Institute, and mobilize resources to undertake innovative research related to the Institute.

Governance and Membership – To bring together an international network of individuals and organizations committed to expanding awareness and responsiveness to the gender dimensions of the HIV/AIDS pandemic.

To establish an International Council on Gender and HIV/AIDS that includes international faculty and participants inclusive of persons infected and affected with HIV/AIDS to support the IIGH/A

Resource Mobilization – To encourage collaboration among partners, faculty, and participants in the IIGH/A in order to build a sustainable resource base for the on-going development of the Institute.

Secretariat – To coordinate the various research, networking and training activities of the IIGH/A.

To host the IIGH/A

D) Objectives – Some objectives have been developed related to training and curriculum goal, the secretariat and the resource mobilization goal based on pressing and immediate needs for action in these areas. Objectives for the research and membership will be developed as the working groups discuss and identify work to be done in preparation for the pilot IIGH/A.

E) TORS for Working Groups – a working group has been established for each goal. A draft set of TORS was developed to outline the goal, responsibilities, membership, focal point, tasks and working relationships for each of these working groups. The ACEWH team has only briefly looked at these and there has not been an opportunity for feedback. It would be advisable for each of the focal points to personally review the TORS for their working group and make any initial changes to ensure adequacy at this point. Then each group should have an opportunity to give feedback through the focal point so we can have a level of completeness and accuracy to guide our work toward the pilot.

Next Steps

A) Finalize the Vision Statement base on feedback received.

B) Ratify the mission statement and begin using it for direction and in promotional materials. Review again at the first meeting of the Advisory Board of the IIGH/A (June 2004).

C) Goal statements should be reviewed by the responsible focal point and distributed to their working group. Refinements should be suggested by March 31 so that each group can further identify objectives and tasks related to the pilot IIGH/A June 2004.

Focal points for the working groups are:

Aideen for Curriculum and Training – a letter has been sent to people who expressed interest in reviewing the curriculum with dates for review. Next step will be to circulate goals and ensure the research aspects of the curriculum and training are adequately included.

Jacqueline for Research and Policy Uptake – a number of workshop participants have identified an interest in this working group. The goal statements should be reviewed to capture the link between research and the curriculum and then circulated for review. The next step will be to identify objectives and tasks for this group to take on in preparation for the pilot.

Carol for Governance and Membership – the working group has been identified; an MOU is being drafted to capture the essence of the working relationship between the founding partners. This MOU will also be reviewed by the University of Ottawa in June when Carol takes up her new post there. Once the draft MOU has been prepared a discussion should take place among ACEWH, ComSec and OU leading to acceptance by all three. The draft vision and mission statement is being circulated to the workshop participants for their feedback.

Barbara for Resource Mobilization – research on foundations was reviewed and the first target foundation for proposals was selected. A letter of intent with a proposal is being drafted and will be submitted to the selected foundation. There will be a short waiting period until the vision and mission are acceptable to ACEWH so they can be included. These should be finalized and the proposal sent during March.

As well a discussion of the draft goals for resource mobilization should be reviewed and circulated among those interested in contributing to the IIGH/A in this way.

Aideen – Secretariat – the mission statement for the IIGH/A has been circulated. The date for the pilot IIGH/A has been set for June 2004. This date was set after reviewing of the Critical Path prepared by Aideen. ACEWH has been the lead agency in the IIGH/A upon which others depend to initiate IIGH/A activities.

D) Objectives

Objectives can be added after goals are agreed upon by April 15.

E) TORS

Each focal person should discuss the TORS for their working group with interested participants. A revision of the TORS should be submitted by April 15.

F) Task # 2: LFA for the IIGH/A

Status

A draft LFA has been created that identifies the linkages among the resources, activities, outputs, impacts and effects described for the IIGH/A. See attachment #4. Final wording must be aligned with the revision of the goals submitted by the working groups during March.

Next Steps

Revisit the LFA in mid April when all the goals have been adopted and develop a final version.

Task # 3: Working drafts of organizational structure

Status

There are presently two draft models of the organizational structure for the IIGH/A. These models appear in attachment # 5.

Diagram A shows the secretariat as the central convergence point for all IIGH/A activities. Overlaps between working group circles represent where collaborative activities would be beneficial and are expected.

Diagram B is a more hierarchical version of the same working groups displayed in their relationship to each other. This diagram can visually lose the important overlap of the working groups within the IIGH/A structure. Since the relationships are the same, either of these models could be used depending on the audience.

The TORS for the working groups are based on these models. It will be valuable in discussions in the working groups that they define their tasks in relation to other IIGH/A activities. This should be symbolically shown in our organizational structure model.

Next Steps:

Share one organizational model along with goals with workshop participants by mid-April. The circulation of the organizational structure can also include the TORS of the working groups to show the roles and relationships of working groups within the IIGH/A network. That circulation will begin the process of formalizing agreements to participate in furthering the IIGH/A. By the end of April it should be clear which organizations share the vision, mission, principles and goals of the IIGH/A and in what ways they are formally willing and able to contribute.

Circulate organization models with TORS for the working groups so they can be revised and modified as appropriate.

Task # 4: Partnership model for the IIGH/A

Status

An MOU to describe the working relationship between the founding partners ACEWH and ComSec as well as University of Ottawa, Carol's new organization has been drafted. ComSec and ACEWH representatives should discuss this MOU as early as possible to establish the core/foundation group for the IIGH/A. This core group will be responsible for building up the IIGH/A over the next 5 years. Other partners can be added as the IIGH/A evolves. The draft MOU is Attachment # 6.

Next Steps

Circulate MOU among ComSec and ACEWH partners. Carol should participate in her new role as a representative of the University of Ottawa. Discuss and refine points in the MOU to accurately describe the future working relationships, roles and responsibilities.

Task # 5: Critical path for the IIGH/A activities to the first pilot

Status

Three documents have been developed to map the tasks that need to be undertaken on the journey to the pilot institute in June 2004. These documents include the activity chart that records discussions held on January 18 between ComSec, ACEWH and BCCEWH representatives after the Design workshop. See Attachment #7.

After discussion with Debbie, Aideen created a critical path planner for an August 2003 pilot institute. This critical path was quickly reviewed in a February meeting and a decision made to reconsider scheduling the pilot to June 2004. A letter advising ComSec of this decision was sent in March for their comment.

The third descriptive document charts four phases in bringing the IIGH/A from its inception to a sustainable annual training event with an international network of faculty and participants. This chart appears as attachment #8.

Next Steps

Aideen's critical path for the pilot June 2004 should be revised to reflect the new date of June 2004.

Each working group should outline the dates for implementation of their responsibility within membership, research and resource mobilization activities and tasks.

Attachment #1 – TORS of the consultancy

TORS for Consultant to work with ACEWH related to:

- Annual work plan meeting
- On-going development of the International Institute for Gender and HIV/AIDS

Submitted by Deborah Castle, People Development Ltd.

Revised and resubmitted February 12 2003

PART 1: ANNUAL WORK PLAN

Scope of Work: provide facilitation for a one-day work plan meeting for the ACEWH on Tuesday February 4 2003 - included one-day prep with pre-meeting questionnaire, the facilitation of the meeting and a brief report to document discussions and next steps.

Time frame: 3 days

Deliverables: Pre-meeting assessment, facilitated meeting, report on proceedings of work planning day

Budget: Can\$1500.

PART 2: INTERNATIONAL INSTITUTE ON GENDER AND HIV/AIDS

Scope of work: Provide consultancy services to the IIGH/A Project at the ACEWH.

From January- March 31, 2003 this would include:

1. Develop TORS for OD consulting on Governance of IIGH/A
2. Prepare working drafts and facilitate discussions of vision, mission, objectives, structure, curriculum, day-to-day program, TORS for working teams – governance/structure, curriculum/training, research/policy implications, funding/promotion
3. Create logic frame using results based framework on the proposed outcomes and impact of the IIGH/A
4. Develop picture of what the Institute structure/architecture will look like to fulfil its vision and mission – partners/secretariat/centers/etc
5. Develop partnership model to define ACEWH working relationships and responsibilities
6. Develop critical path approach for developing the first offering of the IIGH/A with responsible research officer (Aideen)

Time Frame: 15 working days

Deliverables:

- TORS for OD consultancy
- Statements of draft vision, mission, objectives, structure, curriculum, day-to-day program, TORS for working teams
- Facilitated development process for the IIGH/A including partnership agreements, letter of agreements for team members
- Logic Frame for the IIGH/A
- Partnership Letter
- Critical Path for first IIGH/A
- Progress report submitted on work to date

Budget: Can \$7500. Plus HST and expenses (negotiated and receipts provided)

PART 3: INTERNATIONAL INSTITUTE ON GENDER AND HIV/AIDS - *Contingent of funding allocation in 2003-2004 budget*

Scope of work: Provide consultancy services to the IIGH/A Project at the ACEWH.

From April to June 31, 2003 this would include a) on-going development of the structures to support the IIGH/A and b) supporting the coordination and facilitation of IIGH/A events in 2003 and the first IIGH/A to be offered in 2004.

7. Facilitate decision-making meeting with partners about the first IIGH/A re: dates, resources levels, participants, faculty, materials, research possibilities
8. Bring together 'partners' electronically or face-to-face to discuss mission, structure, responsibilities, and working relationships for the IIGH/A
9. Review and provide coordination and feedback on proposals for working teams – curriculum/training, governance/membership, research/policy implications, funding/promotion
10. Guide set up for flexible management structure for first IIGH/A and facilitate meetings
11. Work with Project Manager on resource mobilization through building coalitions/joint initiatives, liaison with partners – ComSec, Dal, UNIFEM, research bodies and foundations, etc. re: support for first IIGH/A
12. Explore and define levels of partnership for IIGH/A - Develop clear definition of shared ownership and responsibility for the first IIGH/A – sharing responsibilities, work and resources

Time Frame: 17 days

Deliverables:

- Critical path for first IIGH/A
- Partnership levels and working relationships defined as per partnership agreement and letters of agreement
- Management structure for IIGH/A outlined
- Progress report submitted on work to date

Budget: Can \$8500. Plus HST and expenses (as negotiated and receipts provided)

From July to September 31, 2003 this would include a) the delivery of the IIGH/A project initiatives such as a research agenda meeting and b) launching the Management Structure and first Board of Directors for the IIGH/A and the International Council on Gender and HIV/AIDS:

13. Develop draft by-laws of Board of Directors for the IIGH/A and an International Council on Gender and HIV/AIDS with the working team on Governance and membership
14. Assist in the coordination and facilitation of the next IIGH/A initiative
15. Facilitate de-briefing meeting post IIGH/A
16. Coordinate process for voting and bringing in new Board of Directors
17. Facilitate inaugural meeting to elect first Board of Directors for the IIGH/A
18. Develop process of flexible 5-year plan based on SWOT with Board of Directors

Time Frame: 25 days

Deliverables:

- Draft By-laws and Charter for IIGH/A
- Next IIGH/A initiative conducted (to be identified)
- Inaugural meeting of IIGH/A Board of Directors held
- International Council on Gender and HIV/AIDS created
- 5 year plan developed

Budget: Can \$12,500. Plus HST and expenses as negotiated and receipts provided

Working together for a world without HIV/AIDS!

The International Institute on Gender and HIV/AIDS (IIGH/A) creates opportunities for young and experienced leaders from all sectors to understand the differing vulnerabilities and impacts of HIV/AIDS on women and men, girls and boys around the world.

The IIGH/A will prepare leaders from public, NGO and private organizations to address inequities and increase their capacity to influence and shape policies, programs and practices across all sectors e.g. agriculture, health, education that affect the HIV/AIDS epidemic.

Through training, gender-based action research and an international multi-sectoral network of faculty and participants, IIGH/A will inspire leaders to engender policies and programs that reduce the spread of HIV and mitigate the impact of AIDS-related illnesses.

IIGH/A programs and initiatives are based on the principles of social justice, collaboration, commitment, capacity building, accountability and authentic involvement of persons infected and affected by HIV/AIDS.

Goals

Curriculum and Training – To provide training opportunities in which leaders will begin to appreciate the differential impact of HIV/AIDS on women and men, boys and girls

To enable leaders to use gender-based analysis to transform HIV/AIDS policies, programs, and practices across sectors in specific cultural contexts

Research and Impact/Uptake – To evaluate the efficacy of the training environment and curriculum to motivate and enable leaders to develop HIV/AIDS policies, programs, and practices that respond to the gender dimensions of the pandemic.

To develop an allied research agenda that supports the principles and vision of the Institute, and mobilize resources to undertake research related to the Institute.

Governance and Membership – To bring together an international network of individuals and organizations committed to extending awareness of and responsiveness to the gender dimensions of the HIV/AIDS pandemic.

To establish an International Council on Gender and HIV/AIDS that includes international faculty, participants inclusive of persons infected and affected with HIV/AIDS to support the IIGH/A

Resource Mobilization – To encourage collaboration among partners, faculty, and participants in the IIGH/A in order to build a sustainable resource base for the further development of the Institute.

Secretariat – To coordinate the various research, networking and training activities of the IIGH/A.

Attachment #3 – TORS for the Working Groups

Roles, Relationships and Responsibilities within the IIGH/A

Working group: Secretariat of the IIGH/A

Goal: To host the first International Institute on Gender and HIV/AIDS and subsequent 2-week programs based on the Institute Curriculum

Responsibilities: *to coordinate activities of the IIGH/A including development of the Curriculum and training program, to recruit faculty and participants, to manage administrative logistics to organize and conduct the training institutes*

Membership: ACEWH (Carol then Barbara and Aideen), UO (Carol), ComSec (Joseph esp. Promo), ILO (Cindy), Coady International Institute (Colleen), SAT (Felicitas)

Focal Point: Aideen Reynolds, ACEWH

Tasks: see critical Path for IIGH/A prepared by Aideen esp. Promo and Marketing Package, Logistics

Working Relationships: Research and Impact/Uptake; Curriculum and Training; Resource Mobilization

Working group: Curriculum and Training

Goal: To provide training opportunities to leaders that demonstrate the differing vulnerabilities and impacts on women and men, girls and boys of HIV/AIDS policies and programs using gender-based analysis aimed at transformation of HIV/AIDS policies, programs and practices across sectors in specific national contexts

Responsibilities: *to develop a curriculum that revolves around a 12-day training program with Canadian and International faculty and participants. This will include the pre-training diagnostic tools, case studies and materials for the training , and follow-up and support for tracking participant efforts to make a difference when they return to their home environment*

Membership: ACEWH, ComSec, COL(Helena), Coady International Institute(Colleen), regional partners i.e. SAT(Felicitas), WARDA (Frank), UniFem (Madhu), Eric (Dal), Tasha, Agriteam(Morag)(cross check with Aideen's e-mail list for curriculum review)

Focal Point: Aideen Reynolds ACEWH

Tasks: See Critical Path prepared by Aideen especially Curriculum and Programme, Faculty and Participants

Working Relationships: Research and Impact/Uptake; Secretariat of the IIGH/A

Working group: Research and Impact/Uptake

Goal: To demonstrate the differing vulnerabilities and impacts on women and men, boys and girls of HIV/AIDS policies, programs, and practices

Responsibilities: *provide guidance on the diagnostic tools for the pre-Institute, the innovation of action research approaches and methodologies within the IIGH/A, to create a follow-up, support and tracking mechanisms for participants in their back-home environments*

Membership: ACEWH (Jacquie - Dal), UO, BCCEWH, ComSec (Rawwida), Louise Binder, Yolanda Samson, Eric, St. Mary's U. (Madina and Martha), CIGAR/WARDA (Frank),

Focal Point: Jacquie Gahagan, Dalhousie University

Tasks: *design pre-workshop Diagnostic tool with Curriculum working group*
Design and Deliver training modules in Interdisciplinary/ Multi-sectoral Innovative Action Research; provide feedback on Student Plans for application of Institute learning; follow-up, support and tracking of participant initiatives

Working Relationships: Curriculum and training Working Group, Resource Mobilization working Group and the IIGH/A Secretariat

Working group: Resource Mobilization

Goal: to mobilize resources to build sustainable base to support the ongoing development of the IIGH/A

Responsibilities: *to work collaboratively with the larger constituency attached to the IIGH/A to create partnerships for joint proposals and Cross Centre initiatives*

Membership: ACEWH (Carol then Barbara), BCCEWH(David/Lorraine G.), Judith(Caribbean), Chris (CIDA), Catherine (CEWH), Joseph (ComSec)

Focal Point: Carol the Barbara (then a Project Manager at ACEWH?)

Tasks: To create a resource plan to match the mission and structure to support the IIGH/A

Working Relationships: the Secretariats of the IIGH/A

Working group: Governance and Membership

Goal: to bring together a network of committed individuals and organizations to address the differential impact of HIV/AIDS policies and programs on women and men, girls and boys through collaborative initiatives linked to the IIGH/A and to the formation of the International Council on Gender and HIV/AIDS (UO is being offered as the host site by Carol)

Responsibilities: *invite and build up a network of members, sponsors and partners to support the IIGH/A; Establish first Board of Directors for the IIGH/A and the ICGH/A*

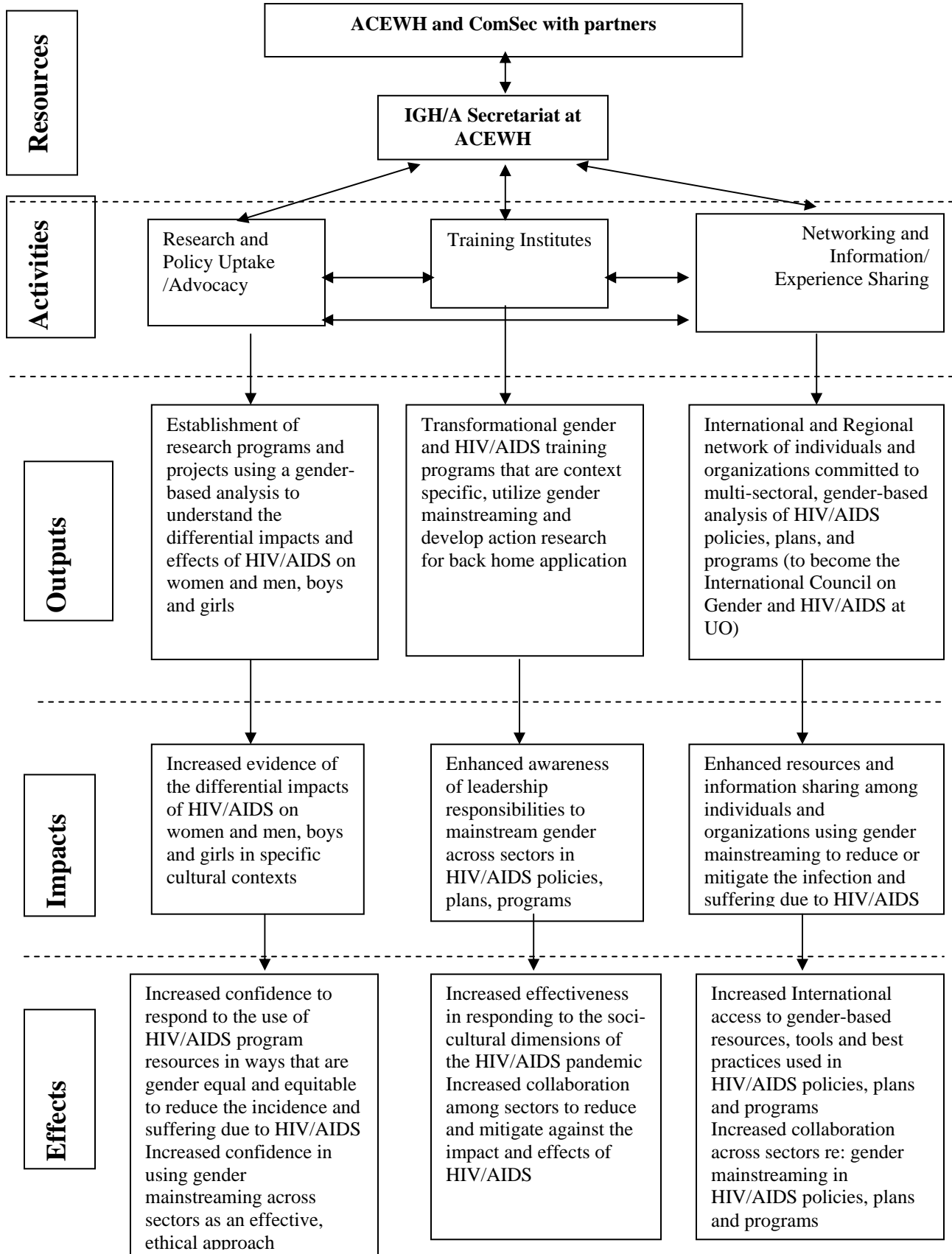
Membership: ACEWH, OU, ComSec, CEWH, CIHR

Focal Point: Carol Amaratunga with Support from Debbie Castle as per TORS

Tasks: create dialogue on appropriate mission and structure for IIGH/A; See TORS for Consultant to Work with the ACEWH Part 2 and 3

Working Relationships: Research and Impact/Uptake Working Group; Resource Mobilization Working group

Attachment #4 – Logic Framework Analysis for the International Institute on Gender and HIV/AIDS



Attachment #5 - Organizational Structure Models

Diagram A.

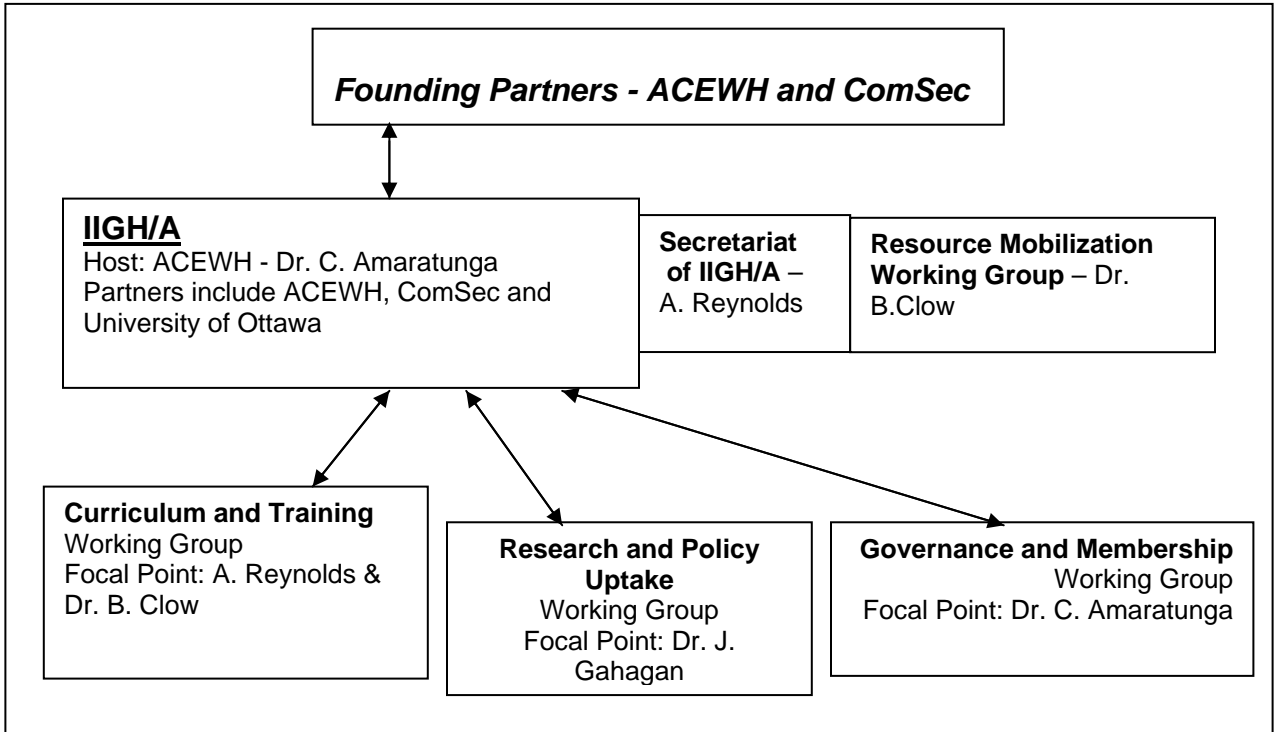
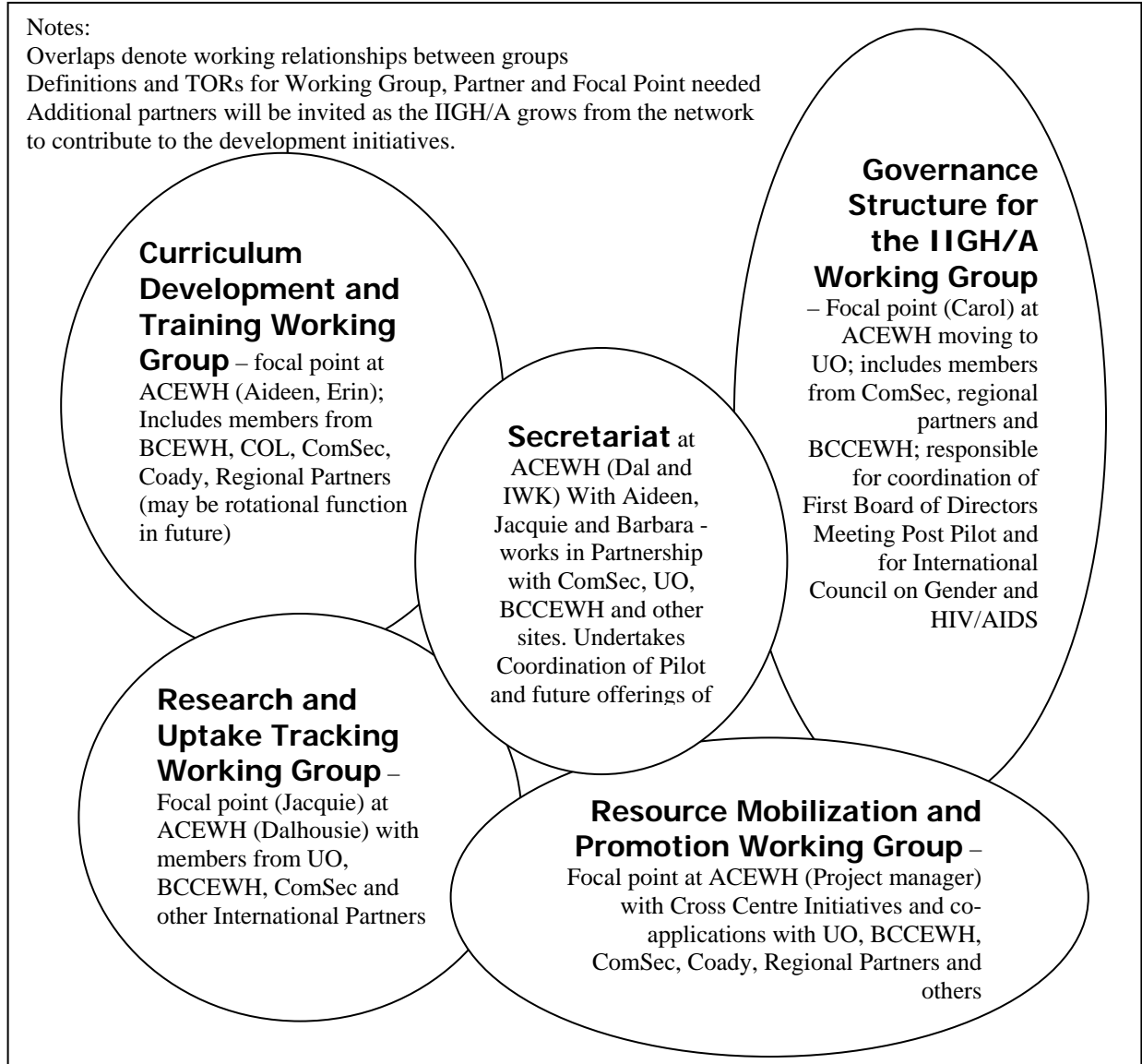


Diagram B.



Attachment #6 – MOU among Founding Members

Memorandum of Understanding

March 2003 – created for discussion between ACEWH and ComSec

Introduction

Since 1999 the Atlantic Centre of Excellence for Women's Health (ACEWH) and the Commonwealth Secretariat Gender and Youth Division (ComSec) have collaborated on an exciting set of initiatives toward the establishment of an International Institute on Gender and HIV/AIDS (IIGH/A).

Both organizations have committed expertise, time and resources to explore how an International Institute on Gender and HIV/AIDS can help explore the gender dimensions of the HIV/AIDS pandemic.

The aim of this collaboration has been to create a training environment in which young and established leaders from around the world can appreciate the ways in which sex (biology) and gender (culture) contribute to the spread of HIV and the socio-economic burden associated with AIDS-related illnesses. We know that women are at much greater risk than men of contracting the virus as a result of their physiology and as a result of culturally determined gender roles, particularly those that perpetuate power differentials between men and women. At the same time, culture often limits the impact of well-intentioned policies and programs. Many others working on the gender dimensions of the HIV/AIDS pandemic have contributed to these initiatives including:

Insert names of contributing individuals and organizations

Over the next 2 years ACEWH and ComSec seek to continue their collaboration and expand it to include a larger international network of like-minded individuals and organizations to pilot and establish the IIGH/A.

This Memorandum of Understanding will be for a 5-year period and may be renewed by the signatories.

Shared Mission

ACEWH and ComSec as founding partners expect the IIGH/A will create opportunities for young and experienced leaders from all sectors to understand the differing vulnerabilities and impacts of HIV/AIDS on women and men, girls and boys around the world.

The IIGH/A will prepare leaders from public, NGO and private organizations to address inequities and increase their capacity to influence and shape policies, programs and practices across sectors e.g. agriculture, health, education that affect the HIV/AIDS epidemic.

Through training, gender-based action research and an international multi-sectoral network of faculty and participants, IIGH/A will inspire leaders to engender policies and programs that reduce the spread of HIV and mitigate the impact of AIDS-related illnesses.

IIGH/A programs and initiatives are based on the principles of social justice, collaboration, commitment, capacity building, accountability and authentic involvement of persons infected and affected by HIV/AIDS.

Shared Beliefs

ACEWH and ComSec believe IIGH/A programs and initiatives shall demonstrate the principles of social justice, collaboration, commitment, capacity building, accountability and authentic involvement of PLWAs.

History of the Partnership

ACEWH and ComSec with other international partners have been able to make great strides toward the goal of founding an international institute on Gender and HIV/AIDS. In the past few years, we have collaborated to:

- Plan and host an international workshop in Halifax, Nova Scotia to explore the Feasibility and Design of an International Institute on Gender and HIV/AIDS (January 2001);
- Co-publish a book entitled *Gender Mainstreaming in HIV/AIDS: Taking a Multisectoral Approach* (2002);
- Publish a collection of essays about HIV/AIDS in Canada, entitled *Striking to the Heart of the Matter: Selected Readings on Gender and HIV* (2002);
- Plan and facilitate a satellite session on Gender and HIV/AIDS at the International AIDS Conference in Barcelona, Spain (July 2002);
- Hire a curriculum design specialist to create a draft Curriculum Framework for an International Institute on Gender and HIV/AIDS (November 2002);
- Plan and host an international Curriculum Design Workshop, held in Halifax, Nova Scotia, to refine the Curriculum Framework, enrich the curriculum content, and identify prospective faculty and participants for the first International Institute on Gender and HIV/AIDS (January 2003);
- Host a three-day HIV/AIDS and Gender Mainstreaming Workshop in Arusha, Tanzania (March 2003)
- Incorporate University of Ottawa as an organizational member as Carol Amaratunga takes up a new post there (July 2003)
- Open discussions with Caribbean colleagues to host a three-day workshop on Gender Mainstreaming in HIV/AIDS programming in their region (tentatively June 2003)

To undertake these initiatives we have received generous support from CEWH, CIHR, CIDA, Dalhousie University, and IWK Health Centre _____

Our Plan

Having laid the foundation and assembled many of the building blocks of this project, we are now preparing a twelve-day pilot International Institute on Gender and HIV/AIDS scheduled for June 2004. The Institute will bring together a group of leaders – both young and experienced – from regions around the world (Africa, the Caribbean, Asia, and the Americas) and from across sectors to explore the differing vulnerabilities and impacts of HIV/AIDS policies and programs on women and men, boys and girls in their countries. Adult education principles and

exercises will be employed to encourage participants to consider and re-consider the role that gendered convictions and practices play in the pandemic. Further, the Institute experience will inspire these leaders to work toward the transformation of HIV/AIDS policies, programs and practices within their own countries in order to reduce the spread of HIV and mitigate the impact of AIDS-related illnesses. Participants will be asked – and assisted – to develop innovative action research projects they can implement upon their return home. A Gender and HIV/AIDS network, consisting of staff from the Atlantic Centre of Excellence for Women’s Health and the Commonwealth Secretariat as well as Institute faculty and participants, will track the progress and learning of each participant and will provide support and assistance for proposed transformational initiatives.

We anticipate that the International Institute on Gender and HIV/AIDS will have a significant impact on the health of women and men, girls and boys around the world as young and established leaders are increasingly able to educate other leaders – political, economic, social, and spiritual – in their own countries about the gender dimensions of the pandemic. In turn, leaders across sectors will be positioned to influence and shape HIV/AIDS policies and programs that impact women and men, girls and boys differently.

The Atlantic Centre of Excellence for Women’s Health and its international partners expect the International Institute on Gender and HIV/AIDS to revolve around an annual training event that takes place in a variety of locations around the world – as dictated by need, opportunity, and resources.

Present Contributions

To build the present level of cooperation between ACEWH and ComSec both organizations have contributed in different ways to create several strong products. Up to this point this has been possible due to the shared commitment to bringing a gender lens to the HIV/AIDS policies and programs that have varying implications for women and men, girls and boys in society. Outlined below are the contributions that enabled the early initiatives related to the IIGH/A to become a reality.

1. ACEWH has provided the logistical and administrative leadership and support to offer two workshops and a satellite session that brought together experts in the fields of gender and HIV/AIDS internationally and inter-sectorally.
2. ComSec has helped build the network of experts working on gender and HIV/AIDS and provided 10,000 per annum to bring people to the workshops.
3. ACEWH and ComSec have co-published resource literature for the IIGH/A
4. ACEWH and ComSec have acted as founding members of the IIGH/A

5. ACEWH and ComSec have created three substantive working groups – training, research and membership. Enrollment in these working groups was based on expertise and interest from workshop participants. ACEWH staff has offered to act as focal points to initiate the activities of the working groups.
6. What else has been contributed as part of the relationship?

Future Requirements

In order to launch the pilot Institute, additional dedicated resources and support will be needed to ensure a high caliber transformational learning experience for the leaders is delivered. We are presently preparing invitational materials for organizations and individuals, and course materials to flesh out the Curriculum Framework. Then we will be ready to: recruit staff, faculty and participants, select and equip the venue, and prepare follow-up and tracking mechanisms to support the work of participants in their countries of residence. Along with support we have already received, we estimate a further US\$300,000 will see the pilot Institute, including evaluations, follow-up support, and tracking of policy and program impacts, through to completion in December 2004. Dialogue and discussion among the partners on the following activities will be need to create a mutually agreeable way forward for the IIGH/A:

1. IIGHA Secretariat will require a physical site in Halifax Nova Scotia Canada including office space, furnishings, and utilities, housekeeping services and access to telecommunication lines for the term of this agreement. Present arrangements of the ACEWH can not handle the envisioned pilot Institute.
2. IIGHA Secretariat and training institute will require administrative and professional support including financial services, research services, external relations, publishing and residential accommodation services.
3. IIGH/A Secretariat will require 2.5 full time employees dedicated to its pilot and establishment – a Project Manager, a Research Officer and an Administrative Assistant
4. IIGHA will need to build its sustainability and network through collaborative initiatives in training and developing curriculum materials. The Institute should coordinate common areas of inquiry into the gender-based differences on women and men, girls and boys of the impacts of HIV/AIDS policies and programs; mobilize resources e.g. joint proposals to foundations; share and disseminate information through workshops, conferences and publications where appropriate.
5. IIGH/A will need to find ways to acknowledge the partnerships developed in establishment in communications, publications, press releases, etc and on promotional materials.

6. IIGH/A will need public relations professional support to promote the amazing potential that exploring the gender aspects of the HIV/AIDS pandemic brings.
7. The first International Advisory Committee on gender and HIV/AIDS will need to be established to guide the development of the IIGH/A toward the pilot institute in June 2004.
8. IIGH/A will need to recruit participants for the training institute from all regions of the world – Africa, Caribbean, Asia, and the Americas. ComSec has been very supportive in the past of leaders from Commonwealth countries working on gender and HIV/AIDS. Persons living with AIDS must have key roles to play in the pilot and establishment of the Institute. A balance of women and men, from north and south from various sectors and disciplines, young and old will need to be sought to create a balanced group for each Institute gathering.
9. What else do we need to think about to cultivate the IIGH/A working relationships through times of alignment and disputes?

Ethical Conduct for Research involving Humans

ACEWH and ComSec will be accountable to ensure IIGH/A projects meet acceptable standards of ethical conduct for research involving humans. Although IIGH/A participants' employing institutions may approach ethics in a variety of ways, they must ensure adequate resources are dedicated to support ethics review of IIGH/A research involving human subjects.

IIGH/A Intellectual Property

The IIGH/A will be a unique Institute dedicated to the exploration of the gender dimensions of the HIV/AIDS pandemic, especially as it is exacerbated through policies and programs intended to reduce the spread of HIV and mitigate against the suffering of those affected and infected by the disease. Of particular importance will be innovative gender-based research planned and conducted by participants, students and faculty of the Institute. Each person will have personal, organizational and/or academic interests in their groundbreaking research. To acknowledge the contribution of the Institute to this research will be valuable to the sustainability of the Institute and to the collaborative impact the various research initiatives can have globally on the HIV/AIDS programs, practices and policies that impact differently on women and men, girls and boys. Therefore the founding partners will need to create a philosophical stance that recognizes:

- ❑ The need for academic students to conduct original research of their own
- ❑ The need for academic faculty to be credited for their contributions to research publications
- ❑ The need for organizations where research is planned to maintain control of the plan and implementation of the research and in some cases maintain confidentiality of their staff

The IIGH/A to own research processes or products jointly with participants, faculty and students will not be possible in all cases. For the Institute to receive acknowledgement for the contributions its training and network will bring will be important. Therefore ACEWH and ComSec will need to be creative in its examination of intellectual property rights. Some important considerations include:

- How will individuals who have a priori allegiances operate to conduct research as a result of or in collaboration with the IIGH/A
- What are the most important benefits for the Institute – to ‘own’ research or to be acknowledged for its contribution/collaboration/inspiration
- How will the IIGH/A negotiate with individuals – faculty, participants, students who have already established reputations in their field and choose to participate in the IIGH/A and do not expect to share credit with the Institute

There is an aim in the creation of the IIGH/A that participants who innovate in gender and HIV/AIDS research will become faculty at the annual Institute, conferences and regional workshops. From the initial contact with potential participants and their organizations, guidelines on IIGH/A interest in contributing evidence to how gender-based research and analysis impacts on HIV/AIDS policies, programs and practices. The expectation for the research to be shared within the IIGH/A network as case studies will be of on-going interest in the sustainability and innovative nature of the IIGH/A.

Research Use, Dissemination of results, use of data

There will be opportunities to increase applicability and impact of research designs and tools if dissemination within the IIGH/A network and conferences is understood. Is there a role for the Research Working Group and the Advisory Committee of the IIGH/A to coordinate, vet, and acknowledge those involved in research that is conducted through a connection with the Institute.

Confidential Information

Confidentiality of persons living with HIV/AIDS must be respected. Therefore with their active involvement in all aspects of the IIGH/A, it will be important to develop guidelines that ensure in all activities of the Institute – promotions, lists etc. it is clear how confidentiality is respected.

As well as innovation in gender-based research and analysis is inspired in the conferences and workshops, there must be guidelines that protect the new ideas until the ‘researcher’ has had the opportunity to develop their ideas into methodologies and tools and present them to their audiences.

Withdrawal for the IIGH/A

Withdrawal from the IIGH/A MOU can be voluntary or involuntary. Once guidelines have been established within this MOU, the signatories will abide by them. If for some reason it is no longer possible for one signatory to maintain the commitment it will be expected they will give due notice so that alternate arrangements can be made.

If one of the signatories is not abiding by the guidelines herein a discussion shall be initiated to clearly identify the unacceptable behavior; its impact on the IIGH/A and what must be done to rectify the matter. If this is not possible then the signatory can be asked to leave the IIGH/A MOU.

Signed

ACEWH – name date witness

ComSec – name date witness

University of Ottawa – name date witness

Attachment #7 – Critical Path Documents

Insert Aideen's Critical Path

Insert Planning Document from January Planning Meeting ComSec BCCEWH and ACEWH

Attachment #8 – Phases in the Establishment of the IIGH/A

Establishment of the International Institute on Gender and HIV/AIDS

Phase	Developing the Root Structure	Strengthening the Trunk	Branching Out	Maintaining the Structural Integrity of the Tree
Activities of the phase	<p>Establishing networks and partnerships of like-minded individuals and organizations re: gender and HIV/AIDS</p> <p>Developing programs and activities to support gender mainstreaming across sectors in HIV/AIDS policies, programs, plans</p> <p>Identifying niche/gap in which to insert/invest resources to transform HIV/AIDS policies, plans, programs</p>	<p>Allocating dedicated sufficient resources to support the IIGH/A</p> <p>Pilot and refine the IIGH/A curriculum training program</p> <p>Develop wider circles of evidence and expertise to support practical application of gender mainstreaming in HIV/AIDS programming across sectors</p> <p>Establish action research projects as a direct output of the training to transform HIV/AIDS policies, plans, programs</p>	<p>Track and document gender mainstreaming initiatives in HIV/AIDS policies, plan, programs in specific cultural contexts</p> <p>Develop new policies, programs, plans based on evidence re: the differential impacts of HIV/AIDS on women and men, boys and girls</p> <p>Offer IIGH/A training sessions through regional partners around the world</p>	<p>Demonstration of effectiveness and integrity of mainstreaming gender in HIV/AIDS policies, plan, programs using multi-sectoral approach through publications, case studies, conferences, study tours, etc.</p> <p>Build membership of IIGH/A to an International Council of Gender and HIV/AIDS to exchange expertise, resources, support across sectors nationally, regionally and internationally</p> <p>Achieve recognition for the efficacy of gender mainstreaming to reduce the transmission and suffering due to HIV/AIDS globally</p>
Time Span	1999-2002	2002-2005	2005-2008	2008- onwards

