

Activity 2.5: Worksheet on Key Aspects of HIV Community Planning

TIPS FOR TRAINERS



Suggested Use

Use following your presentation on key factors in HIV community planning to help participants apply what they have learned.



Time

90 minutes total:

- 10 minutes to assign the groups and describe the activity
- 25 minutes for small-group work
- 5 minutes for groups to summarize their work on easel pad paper
- 45 minutes for presentation and discussion
- 5 minutes for sum up by the facilitator



Materials

- Handout for Participants: Worksheet on Key Aspects of HIV Community Planning
- Pens or pencil
- Easel pad paper, masking tape, and markers



Knowledge or Skill Development

Understanding of key aspects of HIV community planning and knowledge of how to address these aspects/factors effectively in their work on the planning council/planning body.

Activity Steps

1. Review the three “key aspects” on the worksheet and consider whether you want to establish specific groups based on key aspect, or just have participants count off to form groups.
2. Establish the small groups, ideally including 4-6 participants each. To be sure at least one person in each group is an experienced PC/PB or staff member, assign those individuals to specific groups.
3. Ask the groups to assume they are members of a committee or task force that will advise the planning council/planning body on how to successfully address their assigned key aspect of HIV community planning.

4. Ask each group to choose a **facilitator** to coordinate discussion, a **recorder** to take notes and then summarize the work on easel pad paper for sharing, and a **reporter** to summarize the work of the small group to the full group. The same person may serve as recorder and reporter if that is the group's preference.
5. Assign one of the three key aspects to each group. give them 30 minutes to discuss it and complete the worksheet.
6. Give the groups a 10-minute and then a 5-minute warning.
7. Ask each reporter to summarize in 4-5 minutes the work of their small group, including suggestions about how the PC/PB should address this key aspect of planning. If two groups have the same topic, ask the second group's reporter to indicate areas of agreement and additional or different suggestions. Finally, invite other participants to ask questions or suggest other approaches. Summarize the main points for each key aspect.
8. Ask the group how they might implement some of these suggestions.
9. Briefly summarize the importance of these aspects of HIV community planning and the need to consider them throughout the planning cycle.

5. What specific actions/changes should your PC/PB take to improve results with regard to your assigned aspect of community planning?

Examples of possible actions/changes: For Key Aspect 1: Use directives on a particular issue to improve the system of care. For Key Aspect 2: Adopt policies to minimize impassioned pleas during the allocations process. For Key Aspect 3: Specifically consider the impact of all major decisions on identified subpopulations that face health disparities

In order to successfully carry out these changes, what additional information, training, materials, or resources does the PC/PB need?