



Self-Assessment Checklist: Human Rights and HIV

The Code of Good Practice for NGOs Responding to HIV/AIDS (the 'Code') outlines the multiple levels at which human rights are relevant to good practice in the response to HIV. The Code itself has a rights-based framework and highlights the need for NGOs to incorporate human rights into HIV programmes at all levels, including:

- the way we do our work
- the design, development and implementation of programmes responding to HIV
- advocating for an environment that protects and promotes the rights of people living with HIV (PLHIV) and affected communities and supports effective programmes, including the reform of laws and public policies

Often development and HIV organisations implement programmes and activities that bear directly on the human rights of PLHIV and affected communities, but may not be framed or thought about as human rights activities. This is sometimes the case with activities designed to reduce stigma and discrimination, remove barriers that restrict PLHIV and affected communities from accessing needed services and resources, or empower communities to claim their rights.

As an underlying or foundational set of principles, the successful implementation of a human rights approach will ensure progress in other areas, for example reducing stigma and discrimination, increasing the meaningful involvement of PLHIV and vulnerable groups, decreasing vulnerability to HIV infection and mainstreaming HIV. In the same way, advances in these areas will strengthen and add to the promotion and protection of human rights.



The Code identifies one key principle on human rights:

- We protect and promote human rights in our work.

This self-assessment checklist will help you assess the degree to which your organisation is successfully implementing this principle. The questions are designed to be thinking points/guidelines to help you identify areas that are already at a 'good practice' level, and areas that need to be developed and strengthened.

author

This checklist was developed by the Asia Pacific Council of AIDS Service Organizations (APCASO).



Self-Assessment Checklist: Human Rights and HIV

Self-Assessment Instructions

This checklist should be completed by a group of three to five staff members who are involved with HIV programming at your organisation.

Please indicate your answer to each question by marking the appropriate box.

- Y** Yes, we undertake this work/activity
- I** Insufficient, in preparation, or is not followed in practice
- N** No, we've not yet tackled this work/activity
- NR** Not relevant to our work

Please be honest in completing this checklist. It is expected that your scoring will vary between modules, depending on your area of expertise.

There is no formalized scoring process for this assessment. Instead, we suggest that you look at the questions that you answered 'no' or 'insufficient' to, and then select areas that are most relevant for your organisation to improve upon in the short-term.

Action Plan

We challenge you to use this tool to identify areas that your organisation needs to strengthen in order to reach a 'good practice' level, and then develop a brief Action Plan that highlights examples of HOW you will improve your work over the next six months. You can use the Action Plan template provided at the end of this module or create your own.

There are ten Key Questions highlighted in the checklist in red. These questions address fundamental issues that you need to consider first when assessing your organisation's approach to human rights. As you develop your Action Plan, keep these questions in mind and if you have answered 'no' to any of them, this would be a good starting point for improving your programmes.

How to save the Action Plan:

Complete the self-assessment module and Action Plan electronically, save the file and submit it to the Code Secretariat by email. The Secretariat will credit all NGOs that submit Action Plans as 'Implementing' NGOs and full signatories of the Code. After the period of six months, we will ask you to measure your progress against your Action Plan.

the Code

The Code of Good Practice for NGOs Responding to HIV/AIDS (the 'Code') was created by a broad consortium of NGOs to provide a shared vision of good practice to which NGOs can commit and be held accountable.

The Code outlines principles and practices that are informed by evidence and underscore successful NGO responses to HIV. It identifies a series of areas that are key to HIV programming and articulates fundamental principles that should be applied to HIV programmes in each of these areas.

These principles are aspirational, setting out examples of good practice that NGOs can work towards over time.

For more information on the Code, go to www.hivcode.org



Checklist

Below you will find a number of questions on human rights. Please indicate your answer by marking the appropriate box.

- Y** Yes
- I** Insufficient, in preparation, or being considered
- N** No
- NR** Not relevant to our work

A

Organisational Commitment and Capacity

In order to ensure the effective implementation of human rights in programme activities, human rights principles must inform all organisational policies and processes. This section will help you determine the extent to which your organisation's mission and management are based on human rights.

- Y** **I** **N** **NR**

1. Does your organisation have a clear mission statement that includes a commitment to the core principles of human rights in the context of HIV?

- Y** **I** **N** **NR**
- Y** **I** **N** **NR**
- Y** **I** **N** **NR**
- Is the mission statement supported by strategic objectives designed to put these principles into effect?
- Is it supported by effective actions to fulfil these principles?

- Y** **I** **N** **NR**

2. Does your organisation ensure the participation of PLHIV according to the guidelines of the MIPA principle (the meaningful involvement of people living with HIV/AIDS)?

- Y** **I** **N** **NR**

- Does your organisation ensure that PLHIV and affected communities are represented in a diversity of programmes and organisational roles and positions?

- Y** **I** **N** **NR**

- Does your organisation provide support that is specific to staff members that are living with or affected by HIV? (For example, are there policies regarding confidentiality, flexible work practices, adequate sick leave, health insurance coverage and bereavement leave?)

- Y** **I** **N** **NR**

3. Does your organisation have policies and procedures mandating the provision of regular training on human rights and HIV to all staff and volunteers? (For example, hosting training and discussion forums that build awareness on the rights of PLHIV and affected communities, and promote their inclusion and participation in programmes?)

- Y** **I** **N** **NR**

- If so, are these procedures and policies monitored to ensure that they are understood and implemented by all staff and volunteers?



Checklist

Y I N NR

4. Does your organisation actively implement human resource policies and procedures that raise awareness of HIV-related stigma and discrimination?

Actions needed to support Section A:



Checklist

B

Programme Planning, Implementation, Monitoring and Evaluation

The following questions have been developed to help you assess whether your organisation's programming has a human rights approach.

Programme Planning

1. Are your organisation's programmes designed to address the human rights needs of PLHIV and affected communities? This includes the following:

Y I N NR

Y I N NR

Y I N NR

Y I N NR

Y I N NR

Y I N NR

Y I N NR

Y I N NR

Y I N NR

Y I N NR

Y I N NR

Y I N NR

Y I N NR

a. The right to health. For example:

- Does your organization promote friendly health services for PLWHA?

- Does your organization promote accessibility to health services for PLWHA?

- Does your organization facilitate access to medicines and ART treatment for PLWHA?

- Does your organization promote the integral care of PLWHA in health services?

- Does your organization distribute information, train and sensitize people about HIV prevention?

b. The right to sexual and reproductive health

c. The right to equality and non-discrimination

d. The right to privacy

e. The right to information

f. The right of participation

g. The right to enjoy the benefits of scientific progress

h. Freedom from torture



Checklist

Y I N NR

i. Freedom of association

Y I N NR

j. The right to work

Y I N NR

k. The right to education

Y I N NR

l. The right to an adequate standard of living

Y I N NR

m. The right to development

Y I N NR

n. Freedom of movement

Y I N NR

o. Freedom of speech

Y I N NR

2. Are the gender implications of HIV and the extent to which HIV is likely to undermine or threaten the realisation of human rights for women, men and children assessed and addressed in your organisation's programmes?

Y I N NR

3. Do your organisation's programme planning activities seek to address other unmet human rights needs of PLHIV and affected communities, such as the right to shelter and food security?

Y I N NR

4. Is your organisation aware of what is being done by government, civil society, the international community and other relevant agencies in relation to HIV-related human rights issues?

Y I N NR

5. Has your organisation allocated sufficient financial resources to ensure that a rights-based approach to HIV can be implemented effectively?

Y I N NR

6. Has your organisation allocated sufficient human resources to ensure that a rights-based approach to HIV can be implemented effectively?

Implementation, Monitoring and Evaluation

Y I N NR

7. Do your organisation's programme activities routinely collect data relating to the human rights issues that affect PLHIV and affected communities, including data on stigma and discrimination?

Y I N NR

8. Is information on access to programmes analysed to assess equity, including gender, age, race/ethnicity, targeted populations?



Checklist

Y I N NR

9. Are your organisation's research activities designed to ensure that:

- representatives of participating communities are included and provided with support to take a meaningful role in research design, ethics review and monitoring bodies?

Y I N NR

- the rights of participatory communities to voluntary participation, informed consent, withdrawal, and access to information or benefits arising from the research are promoted and protected?

Y I N NR

10. Do your organisation's programmes contribute to the capacity and ability of human rights duty bearers (for example, HIV policy makers, government workers, employers and health care workers) to ensure that the rights of PLHIV and affected communities are protected, respected and promoted?

Y I N NR

- Does your organisation report human rights violations to policy makers, government workers, employers and health care workers?

Y I N NR

- Does your organisation provide human rights training for and build the awareness of these groups?

Y I N NR

11. Do your organisation's programmes and activities promote HIV-related human rights issues to human rights accountability mechanisms? (This includes institutional complaints bodies, human rights institutions, and other statutory and non-statutory bodies.)

Y I N NR

12. Do your organisation's programmes and activities seek to inform communities about the forms, causes and effects of HIV-related stigma and discrimination and HIV-related human rights?

Y I N NR

13. Do your organisation's programmes and activities provide PLHIV and affected communities with easily accessible information about their rights?

Y I N NR

14. Do your organisation's programmes and activities provide advice, support and referral to PLHIV and affected communities to enable them to take action in response to stigma and discrimination?

Y I N NR

15. Do your organisation's programmes contribute to equitable access to - and use of appropriate health care and treatment options for women and men, girls and boys?

Y I N NR

16. Do your organisation's programmes and activities include a special focus on LGBT?



Checklist

Y I N NR

17. Has your organisation adopted clear and specific indicators to ensure that the process and outcomes of programmes can be monitored and reviewed in accordance with human rights standards and principles?

Y I N NR

18. Has your organisation developed a monitoring plan to ensure that the human rights that are supported and promoted in your programme activities are not done so at the expense of other human rights? (For example, in promoting access to prevention and treatment, are the rights to informed consent and privacy ensured? Is there a complaints mechanism?)

Actions needed to support Section B:



Checklist

C

Involvement of PLHIV and Affected Communities

An essential component of adopting a human rights approach to HIV is supporting and empowering PLHIV and affected communities to pursue and claim their rights. This should take place through approaches that recognise the significance of the relationship between reducing stigma and discrimination and encourage the meaningful involvement of PLHIV and affected communities in the response to HIV. These questions will help you assess how well your organisational and programmatic processes involve PLHIV and affected communities.

Y I N NR

1. Does your organisation ensure that organisational and human resource procedures (for example, staff recruitment and training) are designed and implemented to promote the inclusion of PLHIV and members of affected communities?

Y I N NR

2. In particular, does your organisation have affirmative action recruitment policies that target PLHIV and affected communities?

Y I N NR

3. Does your organisation actively involve PLHIV and affected communities in the design, development and implementation of your programmes?

Y I N NR

4. Does your organisation ensure that programme objectives reflect the priorities expressed by PLHIV and affected communities themselves?

Y I N NR

5. Does your organisation review access to programmes and services to ensure equity for PLHIV-affected communities, women, men and children?

Y I N NR

6. Do your organisation's programme activities support PLHIV and vulnerable groups to become meaningfully involved in law and policy change and reform?

Y I N NR

7. Is there a review and complaints mechanism available to the target group and users of your services?

Y I N NR

8. Do your organisation's programmes promote alliances between PLHIV and affected communities and other agencies working to ensure human rights?

Y I N NR

9. Does regular networking and alliance-building take place with people living with HIV and their representative organisations?

Y I N NR

10. Does your organisation regularly network and make alliances with youth, women's or LGBT organisations which are not focused on HIV?

Actions needed to support Section C:



Checklist

D

Involvement of Orphans and Vulnerable Children

As a result of the HIV/AIDS pandemic, the number of orphans has increased dramatically. The impact of HIV/AIDS on children and their families affects all levels of life and all sectors of development. The lessons learned in several countries and the experiences of development programs have helped to prepare the last components of care and support for orphans and other vulnerable children.

The questions in this module will help to assess your organization's strategies and actions with regard to vulnerable children and orphans.

<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	1. Are staff and volunteers trained in children's rights?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	2. Do your organisation's programmes foster and encourage the participation of children, and ensure their rights to express their views freely and to seek, receive and share information?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	3. Does your organisation have programmes targeted specifically at children living with and affected by HIV?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	4. Do your organisation's programmes for children consider and incorporate:
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	<ul style="list-style-type: none"> • protection for children against neglect and abuse, including all forms of physical and mental violence, injury and abuse, including sexual abuse?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	<ul style="list-style-type: none"> • protection for children against exploitative and harmful labour, and other forms of economic exploitation?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	5. Do your organisation's programmes address and advocate for children's access to education?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	6. Do your organisation's programmes address gender norms particularly those that affect the vulnerability of girls to HIV?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	7. Do your organisation's programmes support effective systems of guardianship and oversight for OVC?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	8. Do your organisation's programmes address the exclusion of children living with and affected by HIV from the education system?

Actions needed to support Section D:



Checklist

E Advocacy

The Code provides a set of guiding principles that underpin successful advocacy approaches. Prioritising advocacy issues is very much a process of analysing the local context, including national and local law and policies in order to understand what needs to be changed, and then implementing activities that address that context. It is important to ensure that advocacy priorities are set in consultation with PLHIV and affected communities.

<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	1. Does your organisation analyse the context of HIV and human rights in your country or state/province? (For example, the laws and policies that affect PLHIV and other affected communities.)
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	2. In developing advocacy strategies, does your organisation seek to build partnerships with NGOs and other agencies with human rights expertise?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	3. Are your organisation's advocacy strategies and programmes designed and implemented in a way that promotes, protects and fulfils the rights of PLHIV and vulnerable communities? Which of the following are you involved in:
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	<ul style="list-style-type: none"> • reviewing and/or reforming legislation, such as public health and criminal law, to ensure that it is appropriately applied to HIV and consistent with international human rights obligations?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	<ul style="list-style-type: none"> • enacting or improving anti-discrimination and other protective laws and policies including ethics in research, privacy and informed consent to testing and treatment?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	<ul style="list-style-type: none"> • monitoring and enforcement mechanisms, including complaints systems that are appropriate for and accessible to PLHIV and affected communities, that protect HIV-related human rights?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	<ul style="list-style-type: none"> • establishing or improving legal and related services to enable PLHIV and affected communities to know about and enforce their rights?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	<ul style="list-style-type: none"> • reforming laws and policies that stigmatise or discriminate against PLHIV and affected communities and or undermine access to information, education and the means of prevention and treatment?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	<ul style="list-style-type: none"> • reviewing and reforming laws regulating HIV-related goods to ensure widespread availability of prevention and treatment commodities?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	<ul style="list-style-type: none"> • reviewing and reforming legislation and policies that stigmatise and discriminate, or do not promote access to HIV-related services for especially stigmatised groups? (For example, men who have sex with men, sex workers and people who inject drugs.)



Checklist

Y I N NR

- ensuring access to safe and affordable medications, including improved supply by governments? (For example, compulsory licensing, parallel importing and securing lower international prices for HIV related goods.)

Y I N NR

- reviewing pertinent legislation and needle exchange programmes?

Y I N NR

- advocacy with the government to improve the quality of life for PLHIV?

Y I N NR

- advocacy with the government to provide them with the results of monitoring and other actions carried out by civil society?

Y I N NR

4. Does your organisation ensure access to legal advice and advocacy for individuals seeking to enforce their rights?

Actions needed to support Section E:



Action Plan: Human Rights and HIV

In completing this self-assessment checklist, you are likely to have identified some areas that are in need of improvement and some that are already at a 'good practice' level.

Please complete the Action Plan table on the next page and highlight examples of how

you will improve your organisation's work on Human Rights and HIV over the next six months, thinking first about the Key Questions below. If you answer 'no' to any of these questions, it would be important for you to start here in improving your work!

Key Questions

1. Does your organisation have a clear mission statement that includes a commitment to the core principles of human rights in the context of HIV?
2. Does your organisation have policies and procedures mandating the provision of regular training on human rights and HIV to all staff and volunteers?
3. Are the gender implications of HIV and the extent to which HIV is likely to undermine or threaten the realisation of human rights for women, men and children assessed and addressed in your organisation's programmes?
4. Do your organisation's programmes contribute to the capacity and ability of human rights duty bearers (for example, HIV policy makers, government workers, employers and health care workers) to ensure that the rights of PLHIV and affected communities are protected, respected and promoted?
5. Do your organisation's programmes and activities seek to inform communities about the forms, causes and effects of HIV-related stigma and discrimination and HIV-related human rights?
6. Has your organisation adopted clear and specific indicators to ensure that the process and outcomes of programmes can be monitored and reviewed in accordance with human rights standards and principles?
7. Does your organisation actively involve PLHIV and affected communities in the design, development and implementation of your programmes?
8. Does your organisation review access to programmes and services to ensure equity for PLHIV-affected communities, women, men and children?
9. Do your organisation's programmes promote alliances between PLHIV and affected communities and other agencies working to ensure human rights?
10. In developing advocacy strategies, does your organisation seek to build partnerships with NGOs and other agencies with human rights expertise?

Please remember to save your completed action plan and email it to **info@hivcode.org** or send it to **PO Box 372, 1211 Geneva 19, Switzerland.**

Name of Organisation	Contact Person	Email Address
Signed		Date



Action Plan: Human Rights and HIV

Expected Outcomes
(What do we want to achieve?)

Key Activities
(What do we need to do?)

Action Points
(How do we do it?)

Resources
(What kind of support do we need to do it?)

Timeframe
(When will we do it?)
