



## Self-Assessment Checklist: Meaningful Involvement of PLHIV and Affected Communities (MIPA)

### Introduction

Since the mid-to-late 1990s, there has been a considerable increase in the number and range of non-government organisations (NGOs) involved in responding to the multiple challenges presented by HIV.

This includes NGOs undertaking HIV/AIDS work; NGOs integrating HIV-specific interventions within other health programming, such as sexual and reproductive health and child and maternal health programmes; and NGOs mainstreaming HIV within development, human rights and humanitarian programming. In response to the growing number of NGOs implementing HIV-related programmes, the Code of Good Practice for NGOs Responding to HIV/AIDS was developed by civil society organisations to provide a shared vision of principles for good practice in programming and advocacy to help guide NGO work, and to which NGOs can commit and be held accountable.

The Code outlines and builds a wider commitment to principles and practices, informed by evidence, that 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. The principles provided in the Code are aspirational, setting out good practice principles that NGOs can work towards reaching over time.

### Self-Assessment

The purpose of this self-assessment checklist is to help NGOs measure where their programmes stand in line with Code principles.

In completing this module, you should be able to identify areas in your programmes that are already at a best practice or 'outstanding' level, as well as areas that can be developed and strengthened to meet the Code's global standards.

Please complete the self-assessment (which will be seen only by you and your colleagues, so please be honest!). It is expected that your scoring will vary between modules depending to your area of expertise. As signatories of the Code, we challenge you to use this self-assessment to identify areas that you need to improve upon and develop an Action Plan that highlights how you will make improvements in this area over the next year.



## Self-Assessment Checklist: MIPA

### Meaningful Involvement of PLHIV and Affected Communities

An Action Plan template is provided at the end of this module, which we ask that you complete and submit to the Code Secretariat to receive credit as an 'Implementing NGO' and a full signatory of the Code.

After the period of one year, we will ask you to measure your progress on your Action Plan. If you need help in moving forward, resources on MIPA are available on the Code website ([www.hivcode.org](http://www.hivcode.org)), as well as examples of good practice projects, news, reports and topics of current discussion. For further information, please contact the Code Secretariat ([info@hivcode.org](mailto:info@hivcode.org)).

The Code of Good Practice defines the involvement of PLHIV and affected communities as a specific expression of the right to active, free and meaningful participation in all aspects of the HIV/AIDS response<sup>1</sup>. The Code recognises that involving PLHIV and affected communities in the HIV response makes a powerful contribution to the pandemic by enabling individuals and communities to draw on their lived experiences; thus contributing to reducing stigma and discrimination and to increasing the effectiveness and appropriateness of the HIV/AIDS response.

To effectively ensure that PLHIV and affected communities are actively involved in responding to the pandemic it is essential that:

- PLHIV fulfil a diverse range of roles that include policymakers, activists, healthcare workers, educators, scientists, community leaders and public servants.
- NGOs assume a significant role in advocating with governments, donors and private and public sector agencies for the meaningful involvement of PLHIV and affected communities.
- NGOs commit to implementing GIPA within their own organisations.



**The Code identifies that an organisation needs to adhere to two principles if it is to ensure the meaningful involvement of PLHIV and affected communities in the HIV response. These principles are:**

- Advocating for the meaningful involvement of PLHIV and affected communities in all aspects of the HIV/AIDS response (Guiding Principle).
- Fostering active and meaningful involvement of PLHIV and affected communities in our work (Organisational Principle).

This self-assessment questionnaire seeks to assist your organisation/ programme to understand how well it adheres to these principles and through that process identify areas for improvement.

<sup>1</sup> Drawing on the GIPA Principle (Greater Involvement of PLHIV) from the Paris AIDS Summit Declaration in 1994. Available at: [www.unaids.org](http://www.unaids.org)



## Self-Assessment Checklist: MIPA

### Self-Assessment Instructions

Below you will find a number of 'statements' about stigma and discrimination. Please indicate the extent to which you agree or disagree with the statement by marking the appropriate box.

- Y** Yes, we undertake this work/activity
- I** Insufficient, in preparation, or being considered
- N** No, we've not yet tackled this work/activity
- N/R** Not relevant to our work

As an example, please consider the statement:

**Colleagues in my organisation have a good understanding of the GIPA Principles'.**

If you feel your colleagues have a very good understanding of the GIPA Principles, you would mark the box as follows:

**Y**    **I**    **N**    **NR**

If you feel your colleagues have some (but limited or insufficient) understanding of the GIPA Principles, you might mark the box as follows:

**Y**    **I**    **N**    **NR**

If you feel the statement does not apply to your organisation please mark the 'not relevant' box.

Please now consider the following Code principles. Don't forget to develop an **Action Plan** that highlights HOW you will make improvements in this area over the next year and submit it to the Code Secretariat.



## Checklist

# A

### Advocating for the meaningful involvement of PLHIV and affected communities in all aspects of the HIV/AIDS response.

To ensure that PLHIV and affected communities are meaningfully involved in all aspects of the HIV/AIDS response it is essential that we all work together to advocate for and with PLHIV. Effective advocacy requires that:

- The voice of PLHIV is heard
- PLHIV obtain their rights
- The interests of PLHIV are represented
- PLHIV have access to necessary services and support

Please now consider the following statements about how your organisation advocates for the meaningful involvement of PLHIV and affected communities in all aspects of the HIV/AIDS response.

Y  I  N  NR

1. We advocate for PLHIV to participate in decision-making or policy-making bodies, and that their inputs are equally valued.

Y  I  N  NR

2. We advocate for PLHIV to be recognised as important providers of information, knowledge and skills, and that they participate on the same level as professionals in the design, adaptation and evaluation of interventions.

Y  I  N  NR

3. We advocate for PLHIV to carry out real and meaningful roles in HIV interventions such as acting as carers, peer educators and/or outreach workers.

Y  I  N  NR

4. We advocate for PLHIV to be meaningfully involved in the design, planning and implementation of HIV interventions.

Y  I  N  NR

5. We advocate for PLHIV to be active spokespersons in campaigns to change behaviours and to be meaningfully involved in sharing their views at meetings and conferences.

Y  I  N  NR

6. We advocate for PLHIV to meaningfully contribute to public awareness raising activities and act as role models in the HIV response.

Y  I  N  NR

7. We advocate for PLHIV to be actively involved in the development of HIV information, education and communication (IEC) resources, and provide important feedback that will influence the ongoing development of IEC initiatives.

Y  I  N  NR

8. We advocate for the meaningful inclusion in the HIV response of voices of PLHIV who are marginalised because of gender, sexuality, age and behaviours:



# Checklist

## B

### Fostering active and meaningful involvement of PLHIV and affected communities in our work

Promoting the active and meaningful involvement of PLHIV and affected communities within our own organisations—in partnership with organisations and networks of PLHIV and affected communities—is essential for implementing the GIPA Principles.

Please now consider the following statements about how your organisation promotes the active and meaningful involvement of PLHIV and affected communities in your work:

<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	9. We have an organisational environment that fosters non-discrimination, and values the contribution of PLHIV and affected communities.
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	10. We recognise and encourage the involvement of a diverse range of PLHIV and affected communities in our work.
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	11. We ensure PLHIV and people from affected communities have a variety of roles at different levels within our organisation.
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	12. We clearly define the roles of PLHIV in our organisation and their associated responsibilities, including supporting the capacity of individuals to fulfil those roles, and provide the necessary organisational and financial support to those people.
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	13. We ensure our organisational policies and practices provide timely access to information so PLHIV and people from affected communities work in an environment that fosters non-discrimination, and values their specialized contributions.
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	14. We ensure our workplace policies and practices recognise the health and related needs of PLHIV, and create an enabling environment that supports their involvement in our organisation.
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	15. We ensure PLHIV and affected community organisation and network representatives that work with our organisation are supported to be accountable to their members, and we assist them to establish processes that enable them to represent the views of their membership.
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	16. We resource and support capacity building within PLHIV and affected community organisations and networks.
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	17. We fund and/or advocate for funding for PLHIV and affected community organisations to ensure they have the resources to build their capacity and empower others within their own networks.

### Key Questions



The Key Questions below address baseline issues that need to be considered first when assessing your programme on MIPA. If you answer 'no' to any of these questions, this would be a good starting point for improving your programmes!

- |                         |                         |                                                                                                                                         |
|-------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> Y | <input type="radio"/> N | 1. We advocate for PLHIV to participate in decision-making or policy-making bodies, and that their input is equally valued.             |
| <input type="radio"/> Y | <input type="radio"/> N | 2. We advocate for PLHIV to be meaningfully involved in the design, planning and implementation of HIV interventions.                   |
| <input type="radio"/> Y | <input type="radio"/> N | 3. We have an organisational environment that fosters non-discrimination and values the contribution of PLHIV and affected communities. |
| <input type="radio"/> Y | <input type="radio"/> N | 4. We recognise and encourage the involvement of a diverse range of PLHIV and affected communities in our work.                         |



# Action Plan

### Strengths

In completing the Self-Assessment, we have identified the following strengths in our programmes:

Strengths	Description (as needed)



# Action Plan

## Areas of Improvement

We have also identified some areas that need to be strengthened. We have prioritised what needs to be done first and have created an action plan for the next year.

Area of improvement	Action Plan

Please post or email a scanned, completed Action Plan to **info@hivcode.org** or **PO Box 372, 1211 Geneva 19, Switzerland**

Name of Organisation	Contact Person	Email Address
Signed		Date



## Feedback

We hope this checklist was helpful to you in identifying where your programmes stand along the lines of good practice in involving PLHIV and affected communities in your HIV response. Your feedback is invaluable to help us revise and improve this tool so please answer any or all of the below questions on the implementation and usability of the checklist, and attach any additional information that you think will help us further refine the tool.

 Y N

1. Are the **instructions** clear and simple?

Detail

 Y N

2. Is the **format** of the questionnaire user-friendly?

Detail

 Y N

3. Is the **content** of the checklist helpful for understanding what it means to have meaningful involvement of PLHIV and affected communities?

 Y N

Was anything unclear?

Detail

 Y N

4. Do you consider the module useful to your programming? For example, did it help you to identify strengths/weaknesses in your programmes that you did not know? Is it useful in terms of strategy development to address weaknesses?

Detail

 Y N

5. Is the content of this tool relevant to you in the context of your work in your specific **region**?

Detail

 Y N

6. Did you find the Action Plan to be helpful in documenting the results of your self-assessment and identifying your next steps in improving your program??

Detail