



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

The Code of Good Practice for NGOs Responding to HIV/AIDS (the 'Code') defines the involvement of people living with HIV (PLHIV) and affected communities as a specific expression of the right to active, free and meaningful participation in all aspects of the HIV and AIDS response<sup>1</sup>. It should be noted that the term 'affected communities' is defined in the Code as the range of people affected by HIV and AIDS, including people at particular risk of HIV infection and those who bear a disproportionate burden of the impact of HIV and AIDS.

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 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 the principle of the greater involvement of people living with or affected by HIV and AIDS (GIPA) within their own organisations.



### The Code identifies two key principles on the meaningful involvement of people living with HIV and affected communities (MIPA):

- We advocate for the meaningful involvement of PLHIV and affected communities in all aspects of the HIV response.
- We foster active and meaningful involvement of PLHIV and affected communities in our work.

This self-assessment checklist will help you assess the degree to which your organisation is successfully implementing these principles. 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

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<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

This checklist should be completed by a group of three to five staff members who are actively involved with the meaningful involvement of people living with HIV and affected communities at your organisation.

Please indicate your answer 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
- 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 on MIPA 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 four Key Questions highlighted in the checklist in red.** These questions address fundamental issues that you need to consider first when assessing how well your organisation is meaningfully involving people living with HIV and affected communities in policy and programme design and implementation. 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](http://www.hivcode.org)**



# Checklist

## A

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

Please indicate your answer 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
- NR** Not relevant to our work

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

- the voice of PLHIV, including those of men and women, young and old, is heard;
- the interests of all PLHIV are represented;
- PLHIV can exercise their rights, and;
- PLHIV can access necessary services and support, regardless of their gender, age or sexuality choices.

This section will help you consider how well your organisation advocates for the meaningful involvement of PLHIV and affected communities in all aspects of the HIV response.

<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	<p><b>1. Does your organisation advocate for PLHIV (including men and women, young and old) to participate in decision-making or policy-making bodies, and ensure that their input is equally valued?</b></p>
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	<p>2. Does your organisation advocate for PLHIV (including men, women and young people) to be recognised as important providers of information, knowledge and skills?</p>
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	<p>3. Does your organisation advocate for PLHIV (including men, women and young people) to carry out real and meaningful roles in HIV interventions such as counsellors, peer educators and/or outreach workers?</p>
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	<p><b>4. Does your organisation advocate for a broad range of PLHIV (including women and men, young people, men who have sex with men, sex workers, drug users, prisoners and transgender people) to be meaningfully involved in the design, implementation and evaluation of HIV interventions?</b></p>
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	<p>5. Do PLHIV participate at the same level as professionals in the design, implementation and evaluation of HIV interventions?</p>
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	<p>6. Are the voices of both men and women heard at the decision-making table?</p>
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	<p>7. Does your organisation advocate for PLHIV (including men, women and young people) to be active spokespersons in campaigns to change behaviours, and to be meaningfully involved in sharing their views at meetings and conferences?</p>



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Y  I  N  NR

8. Does your organisation advocate for PLHIV (including men, women and young people) to meaningfully contribute to public awareness raising activities and act as role models in the HIV response?

Y  I  N  NR

9. Does your organisation advocate for PLHIV (including men, women and young people) to be actively involved in the development of HIV information, education and communication (IEC) resources, and the provision of feedback that will influence the ongoing development of IEC initiatives?

Y  I  N  NR

10. Does your organisation advocate for the meaningful inclusion in the HIV response of voices of PLHIV who are marginalised because of gender, sexuality, age and/or lifestyle choices?

Y  I  N  NR

11. Do PLHIV decide who represents them on decision-making committees?

**Actions needed to support Section A:**



## Checklist

# B

### Fostering the 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.

This section will help you consider how well your organisation promotes the meaningful involvement of PLHIV and affected communities in your work.

Y  I  N  NR

1. Does your organisational environment foster non-discrimination and value the contribution of PLHIV and affected communities (including men, women and young people)?

Y  I  N  NR

2. Does your organisation recognise and encourage the involvement of a diverse range of PLHIV and members of affected communities in your work (including women and young people living with HIV)?

Y  I  N  NR

3. Does your organisation ensure that PLHIV (including men, women and young people) and people from affected communities have a variety of roles at different levels within the organisation?

Y  I  N  NR

4. Does your organisation clearly define the roles of PLHIV and members of affected communities, and their associated responsibilities?

Y  I  N  NR

5. Does your organisation support the capacity of PLHIV and members of affected communities to fulfil those roles, for example by providing the necessary organisational and financial support and mentoring?

Y  I  N  NR

6. Does your organisation ensure that your workplace policies and practices recognise the health and related needs of PLHIV (including men, women and young people), and create an enabling environment that supports their involvement in the organisation?

Y  I  N  NR

7. Does your organisation ensure that PLHIV and members of affected communities that work with your organisation are supported to be accountable to their members, for example, by assisting them to establish processes that enable them to represent the views of their membership?

Y  I  N  NR

8. Does your organisation support capacity building within PLHIV and affected community organisations and networks?



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Y  I  N  NR

9. Does your organisation recognise the specific need to support the capacity-building of women living with HIV (particularly widows), due to their level of disempowerment and impoverishment in the community and their reduced access to education?

Y  I  N  NR

10. Does your organisation 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?

**Actions needed to support Section B:**



## Action Plan: MIPA

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 MIPA 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 advocate for PLHIV (including men and women, young and old) to participate in decision-making or policy-making bodies, and ensure that their input is equally valued?
2. Does your organisation advocate for a broad range of PLHIV (including women and men, young people, men who have sex with men, sex workers, drug users, prisoners and transgender people) to be meaningfully involved in the design, implementation and evaluation of HIV interventions?
3. Does your organisational environment foster non-discrimination and value the contribution of PLHIV and affected communities (including men, women and young people)?
4. Does your organisation recognise and encourage the involvement of a diverse range of PLHIV and members of affected communities in your work (including women and young people living with HIV)?

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:  
**MIPA**

**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?)
