

**Asia Pacific Coalition on Male Sexual Health (APCOM)
Work Plan for July 2007 – December 2010**

Goal 1 – APCOM structure and operations: To establish democratic and transparent systems to create and support a functional APCOM infrastructure.

Objective 1 – APCOM structure: Develop policies, procedures and systems for APCOM governance.

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
Develop constitution and TOR for APCOM, along with work plan and budget for 3 years	Draft constitution, APCOM TOR, work plan and 3 year budget developed	Initial drafts presented to IGB meeting in 31 July and adopted, final completed by 30 September				Draft constitution and work plan and budget developed and adopted by IG Board	Chairperson Secretariat EM Consultant
Organise 1 st meeting of IGB to adopt the constitution, APCOM structure, election procedures and draft work plan and budget	1 st IGB meeting held in Bangkok	Meeting held between 26 – 27 July in Bangkok				Interim Governing Board meeting held and work plan and budget developed. Minutes produced and distributed	Secretariat EM Consultant
Develop interim structure for APCOM and recruit Interim Governing Board APCOM Members	Interim APCOM structure developed and documentation produce Interim Governing Board APCOM Members nominated and recruited	31 July				Interim APCOM governing board positions completely filled	Secretariat Chairperson EM Consultant
Hold Governing Board meetings on a bi-annual basis to review progress, planning and outputs. Circulate minutes of all meetings to APCOM APCOM Members.	Meetings documented and minutes sent to all APCOM Members.		31 March; 31 October	31 March; 31 October	31 March; 31 October	IGB and GB meetings held on a bi-annual basis, minutes produced and disseminated	Secretariat EM Consultant
Conduct Community elections electronically and discuss non-	Community elections held and new Board Members inducted.	March 2009		31 March	X	Elections held successful	Secretariat Community

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
elected posts with relevant agencies for follow-on Governing Board and confirm Secretariat Coordinator post by New Board and Secretariat fully functional	Non-elected positions finalised. Secretariat Coordinator and office confirmed.					New Board functional Secretariat fully functional	Representatives on IGB
Secure funding and resources for initial start-up activities including: <ul style="list-style-type: none"> Secretariat First IGB meeting Launch at ICAAP 8 activities 	Initial funding raised from HIVOS and UNAIDS RST 1 st IGB meeting held in Bangkok ICAAP 8 activities conducted	IGB meeting- 26-27 July ICAAP activities- 19-23 August				Funding secured ACPOM structure developed, Secretariat funded initially, APCOM launched at ICAAP8 along with APCOM Symposium held	Shivananda Khan Secretariat EM Consultant
Organise resource mobilising meeting for follow-on activities for Secretariat and for APCOM activities and its sustainability	Donors meeting held in Bangkok Discussions held with other donors (HIVOS, SKG)	Mid-October	X	X	X	Full funding confirmed APCOM 2.5 year budget and work plan	Shivananda Khan UNAIDS RST

Objective 2 – Daily operations: To establish a secretariat including systems for daily operations and communication.

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
Recruit Interim Secretariat Coordinator, Executive Management Support	Secretariat Coordinator and Executive Management Support person recruited (these were directly from the RR Secretariat)	1 July				Coordinator recruited and EMS person recruited	Chairperson
Plan and develop staffing, operations and personnel guidelines including monitoring and evaluation of programme objectives	Fiscal management system Monitoring and evaluation system for achievement of programme objectives Planning for internal IGB/member communications	31 December					Secretariat EM Consultant
Assess best location for Secretariat office including cost of relocation analysis and recommendations.			31 December				EM Consultant Secretariat IGB members
Organise recruitment plan for Executive Director position.	Hiring of Executive Director, as described in the constitution.		31 December	31 March			Secretariat Chairperson

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
							EM Consultant
Evaluate activities against goals and objectives of work plan.	Annual evaluation report.		29 February	28 February	28 February	Progress made on all goals and objectives.	Secretariat EM Consultant Executive Committee

Objective 3 – Communications: To establish and increase greater communication and information sharing and increase community participation in APCOM through the development of appropriate systems and means of external and internal communication.

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
Recruit website consultant and develop APCOM website, which would include a public information and basic knowledge base as well as a secure APCOM Members only registration, intranet and information-sharing system established, and website managed/updated regularly.	Consultant hired Web site purchased Design, layout and programming secure pages achieved APCOM website functional	X	31 March			Website developed and fully functional New information posted regularly	EM Consultant Secretariat With advice from IGB, particularly UN agencies
Create an additional system that will include member organisations with limited or no internet access.	Effective non-internet based communication system developed and offered to all APCOM Members.	X	31 March	X	X	APCOM Members without internet access use system.	Secretariat EM Consultant
Identify and solicit MSM HIV organisations across Asia-Pacific towards becoming APCOM member organisations and linked to website	Identified organisations become members of APCOM	X	31 March			75% of identified organisations become members of APCOM	Secretariat EM Consultant APCOM Members
Regular information sharing and coordination between sub-region members about local and national initiatives	Communication and information sharing regularly submitted for website and member emails	Ongoing	X	X	X	All regions submit news for distribution at least 2 times a year.	Secretariat
Develop region-wide news service/list serve for MSM/HIV current events and news	A weekly (or more) scan of news sites to collect MSM HIV news, added to the website	X	31 March	X	X	List serve up and functional with at least 100 subscribers	Secretariat Communications advisor UNDP RCC EM Consultant

Objective 4 – Transgender networking: To develop an Asia Pacific network of transgender groups, organisations and institutions.

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
Identify transgender organisations across Asia-Pacific and initiate dialogue for develop TG network	TG groups and organisations identified Dialogue initiated regarding development of AP TG network	Ongoing	31 March			AP TG network created as per input from TG groups and organisations	TG Representatives Secretariat APCOM Members UNAIDS RST
Provide technical support as requested to support an Asia Pacific TG consultation meeting towards instituting a TG AP network	AP TG consultation scheduled		X	X		AP TG consultation and self-governed network instituted	TG Representatives Secretariat Chairperson APCOM Members

Goal 2 – Advocacy: To support scale up and increase of attention to the needs of MSM and HIV issues.

Objective 1 – Visibility: To increase inclusion of and greater visibility for the needs of MSM and HIV issues in regional and worldwide advocacy efforts.

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
Actively participate in Global Forum for MSM and HIV (GFMH) for inclusion and greater visibility of MSM issues in worldwide advocacy, with particular emphasis on Asia Pacific needs and issues.	Chair, Vice Chair and Secretariat Coordinator participate in all GFMH Steering Committee activities (<i>Travel funded by GFMH as needed</i>)	Ongoing	Meeting 10-11 January	X	X	APCOM featured in GFMH publicity materials including website AP CBOs receive proportionate donations from amfAR Global Fund	Chairperson Secretariat Vice Chairperson
	APCOM included in amfAR Global Fund distribution process	Ongoing		X	X		
With GFMH and others, advocate for program prominence in the 2008 International AIDS Conference (Mexico City).	Inclusion of MSM issues in the main program of AIDS 2008					On MSM/HIV: 1 plenary, 10 abstract presentations, 20 poster presentations and 2 satellites presented with APCOM involvement	Chairperson Secretariat Vice Chairperson UNAIDS RST APCOM Members

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
With ASAP, 7-Sisters and others, advocate for program prominence in the 2009 ICAAP 9 (Bali).	Inclusion of MSM issues in the main program of ICAAP 9	Ongoing	X	X		On MSM/HIV: 1 plenary, 2 Symposia, 5 abstract presentations, 10 poster presentations and 1 satellite presented with APCOM involvement	Chairperson Secretariat IGB members UNAIDS RST APCOM Members
Organise a meeting of Health Ministers in the Asia-Pacific at ICAAP 9 (of those attending)	Meeting held on key issues for effective coverage of MSM and HIV services			31 July		Meeting held	UNAIDS RST Secretariat
Identify funding support and producing partners to leverage support for ICAAP 9 main program addressing MSM and HIV issues	Funding sources and producing partners identified and secured			31 July	X	Resources achieved and MSM and HIV issues programming scheduled	Secretariat UNAIDS RST Chairperson IGB members
Participate in meetings, as needed, with partners around key issues.	Meetings are conducted and documented	Ongoing	X	X	X	Donors, government officials and partners report changes in attitude, policy and procedures after meetings.	All as needed

Objective 2 – Resource Development: To mobilise resources to achieve rapid scale up and/or increased HIV services, research and advocacy for MSM in Asia Pacific.

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
Update and publish a peer-reviewed paper on MSM and HIV: Funding Priorities and Gaps	Paper produced and reviewed	X	29 February			Final paper accepted by the board for the 1 st donors meeting	IGB members Secretariat Chairperson
Organise resource mobilising and allocation meetings with donors for scaling up investment in MSM and HIV in Asia-Pacific	1 st regional meeting of funding and development agencies held March 2008 in Bangkok; 2 nd meeting March 2009		31 March	31 March	X	Increased investment resulting in scaled up MSM HIV services with increased coverage	UNAIDS RST Secretariat Chairperson

Objective 3 – Policy and Planning: To assure that international, regional, sub-regional, national and local policies and planning include MSM and HIV issues.

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
<p>Hold meetings and discussions with UN system, government, key agencies, experts and funders in close coordination with sub-regional and national networks:</p> <ul style="list-style-type: none"> • To review policies and planning on MSM and HIV issues • Legal situation of MSM • Rights violations related to MSM and HIV • Research estimates, modelling and projections of HIV epidemics among MSM 	Meetings and discussions held	Ongoing	X	X	X	Increased inclusion of MSM in national and sub-national plans on AIDS; Increased institution of sero-surveillance on MSM and HIV transmission in the countries of Asia-Pacific; Legal reforms instituted; Country planning and resource allocation increased for MSM/HIV	Secretariat UNAIDS RST
Establish linkages with other regional and sub-regional groups working on gender, legal and human rights issues	Meetings and discussions held	Ongoing	X	X	X	Participation in APCASO, AP Rainbow, ILGA, IGLHRC, ILGLaw, etc. Letters of cooperation obtained and updated annually.	Secretariat IGB members
<p>Develop a range of policy briefs on MSM and HIV issues across Asia-Pacific, with input from APCOM Members, including:</p> <ul style="list-style-type: none"> • Size estimations • Counselling and testing of MSM • Behaviour change strategies for MSM • MSM living with HIV • MSM and access to treatment and care 	6 policy briefs developed, in close association with APCOM Members, and disseminated (no less than 3 in 2008 and no less than 3 in 2009)		30 April	30 January		Meaningful involvement of MSM in policy and planning processes Papers produced and disseminated, and accepted by key stakeholders	Secretariat UN Agencies APCOM Members

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
<ul style="list-style-type: none"> • MSM and stigma and discrimination • Setting standards for ethics in program delivery and research methodology • Research agenda on MSM and HIV 							
Work with policy makers to help evaluate the direction of the HIV epidemic jointly with UNAIDS RST and sub-regional networks	Dissemination of epidemiological and response tracking reports	Ongoing	X	X	X	Planning and policy adjusted due to impact of reports.	Secretariat UNAIDS RST APCOM Members

Objective 4 – Media: To increase the mass media knowledge, understanding, coverage and sensitivity of MSM and HIV issues in Asia Pacific.

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
Recruitment of Communication Advisor to APCOM Secretariat	Communication Advisor recruited and APCOM media policy developed	Immediate				Communication Advisor recruited APCOM policy paper developed and adopted	UNDP RCC
Regular press releases issued, discussions held with various media organisations, and assistance to sub-regional and national MSM organisations to interact and monitor media on MSM and HIV issues towards developing awareness and understanding with the media across Asia-Pacific on MSM issues	Media plan developed for timing of key releases, including policy papers, as completed	X	29 February	X	X	Greater involvement of media in addressing MSM and social justice issues; Greater coverage in addressing MSM and social justice issues	Secretariat Communications Advisor UNDP RCC UNAIDS RST

Objective 5 – Legal Reforms – To improve legal situations that are barriers to service delivery for HIV interventions for MSM.

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
Work with international, regional, and national rights and legal advocacy bodies towards addressing legal reform regarding MSM in Asia and the Pacific countries in close coordination with sub-regional and national networks	Potential partners and collaborators identified and cooperation plan developed and instituted	X	29 February	X	X	Enhanced and supportive environment; Decrease in stigma, discrimination and violence	Secretariat IGB members APCOM Members
Conduct a review of legislation and legal actions and explore convening a meeting about adversely affecting MSM (and other vulnerable groups) across Asia and the Pacific and produce a report for use as a background document (updating the Asia background papers produced for Risks and Responsibilities)	Report produced in coordination with other legal and rights-based organisations.		31 December			Report produced and used as background document	Secretariat UNDP RCC IGB member recommendation
Attend regional meetings with regional, sub-regional and national rights groups to disseminate the conclusions and recommendations in the rights and law paper	Presentation of recommendations during meetings and/or disseminated	Ongoing	X	X	X	MSM/HIV issues are added to the priorities of rights-based organisations	IGB members UN agencies Secretariat

Objective 6 – Research: To increase research needed to scale up, increase and improve HIV interventions for MSM in ways that are community-endorsed and involved.

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
Advocate for research on a range of issues including developing a framework for ethical research informing the response to MSM and the HIV epidemic, and for the collection of strategic information relevant to national, sub-regional and regional planning.	Release of related policy papers, as completed, to appropriate news outlets, research facilities, universities and community groups	Ongoing	X	X	X	Standards for ethical research conducted Policy and programmatic responses are evidence informed	Secretariat IGB members

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
Facilitate creation of national processes for agenda setting in social research on MSM and HIV	Country-level development of national MSM research agendas are developed			31 March		Process for country-level development of national MSM research agenda developed and implemented in 5 countries by 2009	Secretariat IGB members APCOM Members UNAIDS RST

Goal 3 – Partner, network and community development: To strengthen and develop networks, partnerships and communities in and between groups working to improve the situation of HIV among MSM.

Objective 1 – Partnerships: To strengthen and assist in development of networks and partnerships.

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
Identify areas and sub-regions with little or no existing MSM and HIV networking.	All areas and sub-regions with little or no existing MSM and HIV networking identified	31 December and ongoing	X	X	X	List of areas or sub-regions published on the APCOM website.	Secretariat EM Consultant UNAIDS RST IGB members
Facilitate the creation, start up or strengthening of partnerships and collaborations at regional, sub-regional and national levels	New and existing networks and partnerships are enhanced and communications between them improved.	Ongoing	X	X	X	Partnerships and networks strengthened and developed promoting synergies, harmonisation, effective intervention and mediation – diversity respective	Secretariat IGB members UNAIDS RST

Objective 2 – Technical Assistance: To leverage existing and new technical assistance and support for partners especially for MSM HIV community groups.

Facilitate the leveraging of appropriate technical assistance, support and mentoring to MSM HIV projects, state and national governments, and enhance existing TA facilities	Creation or identification of technical support facility to take responsibility.	Ongoing	X	X	X	Existing technical support facilities and mechanisms have included	Secretariat UN system APCOM Members
--	--	---------	---	---	---	--	--

						expertise on MSM and HIV/STIs and community mobilising	
--	--	--	--	--	--	--	--

Objective 3 – Crisis resolution: To assist in the resolution of crises that arise in working with MSM and HIV in communities.

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
Assist in crisis resolution through referrals to mediation, mobilising key partners and/or direct interventions where feasible	Crises documented and resolved and outcome reported as needed and appropriate	Ongoing as needed	X	X	X	Crises are resolved	Secretariat UNAIDS RST

Goal 4 – Strategic Information: To increase the amount and quality of information on MSM and HIV in Asia and the Pacific.

Objective 1 – Scorecard: To assess the response to HIV and MSM in every country in Asia Pacific.

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
Development of indicators and update of country assessments report of Asia Pacific national AIDS plans as to degree and quality of inclusion of MSM and HIV issues	Score-card report developed and disseminated on 1 December/WAD each year	15 November	X	X	X	Score card distributed; assessment of impact reviewed.	Secretariat Consultant UNAIDS RST
Report on inclusiveness and importance given to MSM/HIV by in Asia Pacific for: <ul style="list-style-type: none"> • AIDS 2008 (Mexico City) • IAS and ICAAP 2009 • AIDS 2010 	Reports produced and updated annually or as needed		30 June-AIDS '08	30 June- IAS '09	30 June-AIDS '10	Report produced and disseminated (at appropriate meetings)	Secretariat Consultant UNAIDS RST UNESCO UNDP RCC IGB members APCOM Members

Objective 2 – Good practice: To promote understanding and knowledge of ‘good practices’ for delivering services.

Activities	Output	2007	2008	2009	2010	Performance Indicator	Responsibility
Creation of a companion website to be a clearinghouse for state of the art information, BCC/IEC materials and research data on MSM and HIV, particularly in Asia Pacific.	Website created and functional		31 December	Ongoing	X	Website is accessed regularly by high numbers of viewers.	UNESCO Secretariat
Promote the principles of good practice and lessons learnt to policy makers, service providers, and MSM based on qualitative research and cost effective studies	Paper on good practices developed jointly with UNAIDS RST and UNESCO	Ongoing	X	X	X	Existing knowledge management systems strengthened and promotion of analysis and assessment of effectiveness of different strategies for HIV prevention, care, support and treatment	Secretariat Consultant APCOM Members IGB members UNAIDS RST UNESCO