



1.2.6. Engaging in joint decision making

✓	All members of the coordinating body or process are provided with <u>all</u> relevant information that will inform the decision-making process.	Documents should be provided to the community sector representatives in advance of meetings, and Action Frameworks and data from M&E systems should be made publicly available.
✓	All members' opinions, including those from the community sector, are considered and members are provided with sufficient opportunities to discuss them. Consensus is sought at all times.	This process should be reflected in the Terms of Reference, with procedures in place for community members to be included in the decision making.
✓	The community sector input is reflected in the decisions and actions, ensuring that coordination processes and frameworks reflect their needs and capacity.	For example, an agreed M&E System should be accessible and practical for the community sector, including groups with limited experience of monitoring. [See Box 9]
✓	The secretariat produces all draft and final decisions, documents and resources in a language and format that is accessible to all.	Outcomes of the meetings and processes need to be available for review by community sector representatives to ensure their input has been recorded.
✓	All representatives, including those from the community sector, see and formally agree on all of the key decisions <u>before</u> they are made public.	This can include documentation reflecting the transparency of the decision-making process, such as minutes of meetings.



1.2.7. Supporting decisions and actions

✓	If the agreed processes and procedures, have been followed, all members and representatives, including those from the community sector, publicly commit to supporting the decisions.	This requires that the community sector has been fully included in the process and that the representatives' issues were taken into account.
✓	All members, including those from the community sector, take a role in publicising and promoting the work and decisions of the coordinating body or process.	This involves shared ownership and giving credit for the contributions of all sectors.



The community sector representatives' work with the broader community sector to identify how they can coordinate actions with those agreed in the coordinating body or process.

This requires that community sector input, programmes, and data have been taken into account in any agreements.

Box 9: Standardised indicators and reporting formats that are relevant and accessible to the community sector

Standardised indicators need to be:

- Relevant and useful for the community sector. (Will they inform it on how to improve its HIV/AIDS efforts?)
- Flexible. (Can they be adapted to the changing reality of HIV/AIDS in communities?)
- As simple as possible. (Do they use straightforward language that suits community groups with little experience of monitoring?)
- Manageable. (Is the number of indicators small enough for community groups to cope with?)
- Respectful of people's rights and confidentiality. (Do they promote the Greater Involvement of People Living with HIV/AIDS and protect people's confidentiality?)
- Practical and feasible. (Will people have to be trained to use them and will busy NGOs and community groups have the time to gather the data?)
- Possible within the community sector's resources. (Will they require additional funding, such as for staff or computers?)
- Both qualitative and quantitative.

Standardised reporting formats need to be:

- Useful. (Can community groups see how they relate to the standardised indicators and how they will help them learn about their work?)
- As simple as possible. (Do they use straightforward language and could staff with little expertise in monitoring complete them?)
- Manageable. (Are their timeframes feasible within existing heavy workloads?)
- Practical and feasible. (Will people have to be trained before they can use them?)
- Possible within the community sector's resources. (Will they require extra resources, such as a computerised database?)



1.2.8. Monitoring and reviewing

✓	All stakeholders, including the community sector, take responsibility for continuous monitoring and review of the national co-ordinating bodies, processes and frameworks.	This includes regular assessments of various issues: (a) the impact and relevance of priorities and strategies developed in the Action Framework; (b) the functioning of the Coordinating Authority (e.g., determining if the decision-making processes are democratic or if representation reflects the epidemic); and (c) the extent to which the M&E System is improving understanding and capacity for monitoring and evaluation (especially within the community sector).
✓	The monitoring and review process is based on agreed and standardised indicators and an ongoing process of information gathering and analysis.	This includes developing indicators on meaningful involvement of the community sector.
✓	The monitoring and review process provides an opportunity for cross-sectoral review and learning.	The community sector should be involved in assessing the government's performance and results in relation to the National AIDS Authority and to the implementation of the Action Framework. It should also assess whether or not national indicators and data collection are relevant to the community sector.
✓	The monitoring and review process leads to consensus building on major findings and, where necessary, actual changes.	These could be changes to the membership of the National AIDS Authority, the priorities of the Action Framework or the standardised indicators for the M&E System.
✓	To complement 'official' monitoring and review, the community sector has an ongoing, external watchdog role¹¹.	This includes providing an independent critique of the functioning and implementation of national coordinating bodies, processes and frameworks, such as AIDS budget monitoring, verifying monitoring data, and providing alternative sources, perspectives and solutions.

¹¹ See Action Card 11

