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**THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE**

CENTRE FOR GENDER AND DEVELOPMENT STUDIES

Project Title: Building Capacity in Gender Analysis in
HIV/AIDS Programming in the Caribbean: An
Interagency Collaboration

Project Number – 21056 -1951

FINAL ACTIVITY REPORT



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The University of the West Indies,
The Centre for Gender and Development Studies, St. Augustine Campus, Trinidad
and Tobago.

UNIFEM (Caribbean Office)
Building Capacity to Mainstream Gender Analysis into HIV/AIDS
Programming in the Caribbean Project

FINAL ACTIVITY REPORT

1. Introduction

The Centre for Gender and Development Studies, University of the West Indies, St Augustine Campus is one of the partners in a collaborative effort among several regional and international agencies in a regional project aimed at mainstreaming gender analysis into existing HIV/AIDS programming in the Caribbean region.¹ To this end the CGDS was subcontracted by UNIFEM (Caribbean Office) to spearhead the development and implementation of a training strategy which entailed a regional Training of Trainers (TOT) programme, preceded by the development of training modules which will be used for the TOT and subsequent regional and national level training.

This report is in fulfillment of contractual terms which comprise the submission of:

- A final activity report /review of the activities of the project, lessons learnt and planned follow-up
- A financial report setting out expenditure under the grant.

It encompasses the period under review from January 2004 to January 2006.

Background

In July 2004 CGDS was invited to participate in a UNIFEM roundtable in which the report and recommendations of a gender assessment review of existing programmes was tabled. At the end of the meeting there was consensus that more work needed to be done to integrate gender analysis in regional and national level programmes and that the provision of training for this purpose was the main strategy. To facilitate this an Ad Hoc Working Committee was formed composed of several agencies including the CGDS St

^{1 1} Inter-Agency Partners include UNIFEM (Caribbean Office, Commonwealth Secretariat, DFID, UNAIDS, UNECLAC, NACC, CCNAPC, CRN+, Ministry of Gender Affairs, Barbados and Trinidad and Tobago, CARICOM-PANCAP

Augustine to oversee and advise upon the development of training modules and programme implementation. CGDS was subsequently sub-contracted by UNIFEM (Regional Office) to spearhead the training activity.

In this regard, the first Ad Hoc Working Group meeting was held in February 2005 at the Conference Room, Sir Arthur Lewis Institute for Social and Economic Research (SALISES), UWI, St. Augustine campus to strategize and achieve consensus on the training design and approach to be taken. This discussion was based upon the findings and recommendations of a Review of HIV/AIDS Training Manuals conducted by consultant, Dr. Gwendoline Williams and Associates. Subsequent to this event, activities toward the development of Caribbean – specific training modules and the implementation of a regional Training of Trainers were implemented. These activities entailed:

- Review of existing Training Manuals in Gender and HIV/AIDS
- Development of Training Modules/Manual
- Organizing a regional Training of Trainers Workshop on the use of the Manual.

ACTIVITIES AND ACHIEVEMENTS

Activity 1

Review of Manuals

- Contracting of consultant to undertake a review of existing training materials/manuals on integrating gender into HIV/AIDS programmes.

The Centre contracted Dr Gwendoline Williams and her consulting firm to undertake a review of existing manuals. This was conducted during the period December 2004 to February 2005. The report of the review was presented at the first Ad Hoc Committee meeting held February 16th -17th, 2005 at the Conference Room, Sir Arthur Lewis Institute for Social and Economic Studies, The University of the West Indies, St. Augustine.

Results / Main Outputs

- Report of Review with Recommendations
- Guidelines for Consultants to do Manual
- Sample resource List on Gender and HIV/AIDS

Activity 2

First Ad Hoc Working Group Meeting – February 16th – 17th, 2005.

Results/Outputs

- Organizing and Hosting of Meeting

- Production and dissemination of Report of Ad Hoc Working Group meeting
- Identification of Consultants
- Development of Contracts for Consultants
- Summary of Guidelines for Consultants to undertake manual development
- Outline for components and content of Manual

Activity 3

Manual Development

Ms. Althea Perkins, CGDS, Jamaica and Ms. Sarah Adomakoh, Barbados were contracted to undertake development of the Manual and the accompanying toolkit.

Results/Outputs

- Work plan produced
- Two working meetings held in Barbados to develop and review/refine modules produced and to plan for the Training of Trainers (TOT) workshop:
 - (Sept.19th -21st, 2005; November 16-18th, 2005)
- Draft modules designed and a draft Facilitator's Resource Kit produced

Activity 4

Regional Training of Trainers Workshop on the Use of the Manual

This activity was held in Trinidad and Tobago from January 25-27th 2006 at the Hotel Normandie, St. Ann's, Port of Spain. Thirty participants from the Caribbean region (CARICOM) attended, drawn from the fields of HIV/AIDS and gender, with a sound background in training, education or human resources. The Training Team, reflecting the collaborative aspect of the Project, comprised local, regional and international trainers from key organisations - Commonwealth Secretariat, UNIFEM, CGDS, and NACC). (See Appendix 2, List of Participants)

- A one day Briefing session was organized at the Centre for the Training Team the day before the Training of Trainers workshop, to further discuss methodology, content and delivery modes in order to ensure congruency. Workshop content included modules on: Adult Learning, Understanding Gender, while the interactive and participatory nature of the workshop ensured a learning process that was fun yet informative for everyone present.

REVIEW AND CONCLUSIONS - LESSONS LEARNT

Strengths

Through the use of a partnering and networking approach and the establishment of a transnational working group of organizations involved in gender and HIV/AIDS, the Project was able to tap into a variety of regional and international resources, materials and expertise. This partnering also enabled the collaboration among a group of interested and committed (future) trainers from diverse backgrounds and fields, who are now well equipped to keep the training process going.

The project also enabled for the first time, the documentation of research and training materials pertaining to gender and HIV/AIDS in the Caribbean.

Weaknesses/Constraints and Limitations

Modules and toolkit

A major constraint in the project was the issue of timeliness, time management, competing schedules and keeping to deadlines. The impact of unforeseen events such as family crises caused delays in completing tasks. Another limitation was that the two main consultants lived in two different countries, and as a result were unable to have regular face to face meetings. Building in additional time for emergencies, as well as making more effective use of communications technology, could have mitigated some of these delays.

Communication and Responsiveness

Feedback on the modules at various stages was slow in coming. This caused concern among UNIFEM and the funding agencies/partners. Communication between consultants and clients could have been more rigorous to ensure (more) timely delivery

Materials dissemination

All necessary documents, inclusive of all Reports, were circulated to members of the Ad Hoc Committee. These included:

- Report of the First Ad Hoc committee Meeting
- Consultants Review Report
- Summary of Guidelines for Consultants
- Draft plan for selecting Trainees
- Circulation of additional relevant resource/reference material for consultants
- Draft of contracts and Terms of Reference for consultants
- Consultants work plan
- Draft modules

Opportunities

Opportunities to further the cause of mainstreaming gender in HIV/AIDS programmes lie in the following:

- Revision, editing and publication of the Draft manual for further use by agencies
- The modules can be re-tested and refined at each stage of training, ensuring that they remain current and relevant.
- Final editing of the manual can be completed at the end of training workshops with built in feedback from participants.
- a number of significant/key persons across the Caribbean have already been exposed and sensitized and this can have the “cascading” effect the training intended
- The process of starting to build a skilled cadre of gender and HIV/AIDS specialists has begun, especially with the participants involved in the TOT who have the necessary expertise in key areas.
- Interest among agencies involved in the training is high and this momentum can be built upon and sustained, possibly through longer - term training in formal courses and programmes.

Threat/Challenges/Risks

There is, and will be, resistance to the idea of engendering HIV/AIDS programmes, and timing is important in finding entry-points where a gender analysis could be integrated or infused into existing programmes/policies or plans. A waning of enthusiasm among partners and those trained is also a risk if follow-up training activities take too long.

LESSON/PROBLEM	RECOMMENDATION
Communications Client /Contractor communications	Ensure that the various avenues of communication (email, phone, fax, teleconference) are used efficiently, promptly and encourage maximum contact among all partners.
Working Relationships/ Partnership Roles and Responsibilities	Ensure clear division of responsibilities and facilitate open discussion.
Time Management/Deadlines and Flexibility	Facilitate an environment of flexibility while at the same time ensuring timely delivery. Negotiate reasonable deadlines where possible.

Conclusion and Planned Follow-up

The completion of the Training of Trainers workshop in January 2006 enabled the next levels of the project: the three sub-regionals, the various national level workshops and phase two of the project. (The CGDS, in fulfillment of its obligations, was part of the Training Team at the second sub-regional workshop held in St. Lucia in April, 2006).

In order to ensure maximum utilization and mileage out of the manual and the various training activities, the Training manual needs to be fully disseminated. Towards this end, a mechanism needs to be found for the finalization and publication of the Training Manual on completion of the training workshops.

The CGDS remains part of the Ad Hoc Working Group and has signaled its willingness to continued participation in the “rolling” out of the remainder of activities which are part of this project. Towards this end, it is necessary to maintain communication and linkages with the UNIFEM based Programme Manager and to continue to provide technical and other assistance where necessary.

APPENDICES

APPENDIX 1 – List of Participants Training of Trainers' Workshop (TOT)

Capacity Building for Mainstreaming Gender Analysis in HIV/AIDS Programming in the
Caribbean: An Inter-agency Project: Change-Leaders in Gender and HIV/AIDS
The Hotel Normandie
January 25th – 27th, 2006

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Train the Trainer

Workshop

Change Leaders in
Gender and HIV/AIDS

(Normandie Hotel
25th to 27th January 2006)

Rapporteur's Report

on

Pre-Meeting

(Marie-Therese Bernard)

Format Notes for Train the Trainer Workshop

Change Leader in Gender and HIV/AIDS

(Normandie Hotel)

25th to 27th January 2006

Pre-Meeting

Brief Opening

Introduction (revealing the strategy to be used)
Dealing with expectations of participants etc.

Mode for entire workshop

- Issues are raised as questions
- Brainstorm on approaches
- Have a participant note points on flip chart
- Our job is to sensitize the participants to facilitate their understanding of the use of the manual without being pedantic
- We want to be sure that they are confident to deliver the contents of the manual

(General Point for all workshops – inclusion of an HIV person will be helpful from many points of view)

Session 2

A) About the Manual – Ms. Althea Perkins and Ms. Sarah Adonamaqah

Brief overview of modules

B) Principles of Adult Training – Dr. Amery Browne

- a. Group Exercise
- b. Video
- c. Forum theatre

Session 3

HIV in the Caribbean - Dr. Amery Browne

Interactive start: Where is the Caribbean? What do we know? Discussion to be generated on issues of under-reporting, mandatory testing – young boys and girls are not tested.

Questions to be posed such as:

- What percentage of the population knows their status?
- How are we to deal with what we do not know?
- Transmission prevalence - who, what, how?
- What do we not know but suspect?
- What are the implications for policy and programming?

The issue of “Stigma” is flagged by Dr Browne.

Exercise – Groups go to discuss (MSM, Intravenous drug use, Present to date)

- Summary of exercises using page 33 of manual
- Main points for PP and manual

Implications for policy – Research innovative ways to get at underground data

- Try talking to Garbage collectors to see what they turn up while doing their job.
- Looking at HIV in all male settings – prisons, the military etc.

Session 4

Gender/HIV/AIDS and Sexuality

Ms. Althea Perkins, Professor Patricia Mohammed and Prof. David Plummer

- Interactive approach – these participants have come from areas dealing with HIV professionally
- The group’s job is to sensitize on issues of gender and to ensure that at the end of the session that participants are equipped to use and develop the manual

Main Questions – What is sexuality? What is Gender?

Issues - Vulnerability and resistance, homophobia

Exercise – Groups are assigned questions for discussion

Day 2

Session 4 Continued

Gender/HIV/AIDS and Sexuality -

Ms. Althea Perkins, Professor Patricia Mohammed and Prof. David Plummer

Objective: How do the concepts allow users to understand vulnerability and the relevance of gender relations?

Reproduction

Gender/Sexuality as social constructional and institution

Gender/power/masculinity

Ethnicity/class/society

Economic drivers

Pleasure/body

Ego

Format for group discussion (overall time 1 ½ hours)

- Time allocated for discussion – 45 minutes
- 2 groups - Group 1 to discuss Gender and HIV and their interactions
Group 2 to discuss Sexuality and HIV and their interactions
How the three areas connect and concrete examples required
- Report from 4 group representatives – plenary discussions

Homophobia information will be subtly woven in by Prof. Plummer:

(Definition of homophobia informs the way to approach it. Homophobia is the policing of heterosexual masculinity, trying to reach deepened gender consciousness.)

At the end bulleted points will be supplied by Prof. Plummer

Socio-economic discussion

- Rich versus poor leading to looking at disparity between the two
- Is it that trafficking in humans is influenced by opportunities for enrichment?
- Economic need and economic want
- Traffic and organised sex work –
 - impoverished women are trapped
 - men with disposable income are driving this and herein lies the problem

Case studies – Nepal, India – women were benefiting from this trade as well

Session 5

The Challenges of Addressing HIV/AIDS Treatment, Care, Prevention

Prevention – Dr. Meena Shivdas

Treatment and Care – Dr. Amery Browne / Miss Sarah Adomakoh

Stigma and Discrimination – Prof. David Plummer

Each person has 2 hours approximately

Powerful interactive exercise relating gap between awareness and behavioural changes and drawing attention to the resources embedded in lack of adequate gender awareness

Show generic research DVD and ask for discussion of same. This, to lead into discussion on how not to address gender analysis. Using a presentation of facts only and not addressing behaviour is not effective, this is inadequate gender analysis. Be careful that we do not give the impression that by just changing the message we change the outcome. The idea of communication is essential, not being didactic but open to responses and cooperation.

Let's not forget if we change the behaviour of children and keep them uninfected, in one generation we could lick the problem. This is one potential alternative to change as opposed to changing older people's risky behaviour.

Day 3

Session 6

Strategies to Address HIV/AIDS- Ms. Roberta Clarke

Roberta – Human Rights – 2 hours

(i) What is Human Rights (ii) Source of rights?

The Kinbey Aids Paradox

Session 7

Strengthening Advocacy and Action- Dr. Meena Shivdas and Prof. Patricia Mohammed

Use of existing HIV policy incorporating gender and mainstream using check lists.

(*Policy evaporation, policy attrition)

- Identify institutional barriers to implementing change within your organisation or environment
- Move into how would you deal with those barriers at the level of
 - Training
 - Policy level work
 - Advocacy
 - Service delivery

- Look at an actual policy document and apply gender analysis

Review

Recap exercise emphasising essential points being reviewed

Evaluation

Evaluation exercises at the beginning, middle and end

APPENDIX 11 – PHOTO GALLERY



A Cross section of participants discussing The Way Forward –1st AD Hoc working committee meeting



At the Head Table-Ms. Camille Antoine, Outreach and Research Officer, CGDS, Prof. Rhoda Reddock, Head CGDS and Ms. Roberta Clarke, Regional Programme Director, UNIFEM



A cross section of participants at the Ad Hoc group meeting



Participants of the TOT engrossed in work during a working group session

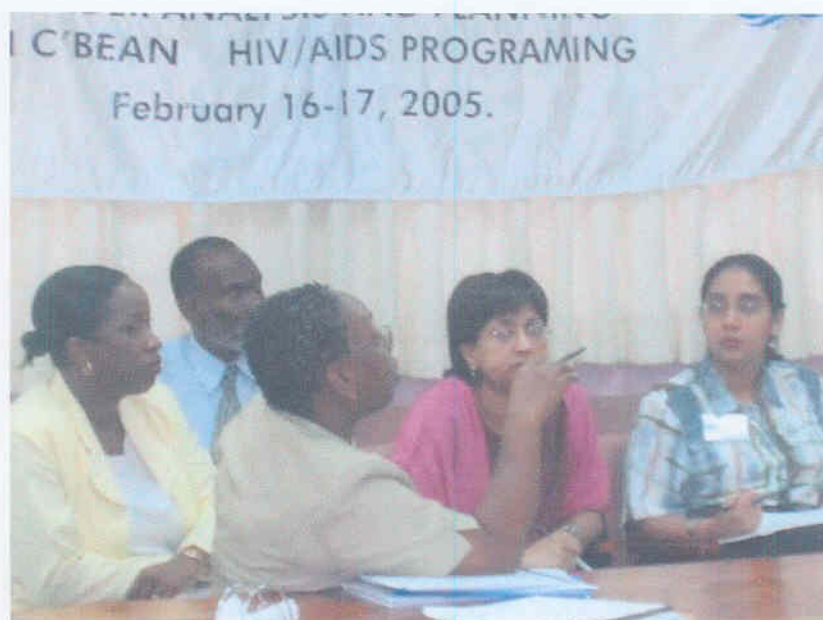


Change Leaders Group shot - participants of the Training of Trainers workshop

APPENDIX 111 – Report of First Ad Hoc working meeting

THE CENTRE FOR GENDER AND DEVELOPMENT STUDIES

The University of the West Indies, St Augustine, Trinidad



Report of Ad Hoc Working Group Meeting on Gender Mainstreaming in HIV/AIDS Programming in the Caribbean

Sir Arthur Lewis Institute for Social and Economic Studies,
The University of the West Indies, St. Augustine, Trinidad and Tobago
16-17 February 2005

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Background

The meeting was convened by UNIFEM in conjunction with the Centre for Gender and Development Studies over a two-day period, February 16-17th 2005. It was staged at the Sir Arthur Lewis Institute for Social and Economic Studies, U.W.I, Trinidad and Tobago. The mandate of the meeting was twofold: i) the synthesis of a development plan for a training manual to be used in building capacity and awareness of gender; and ii) to prepare multi-level regional support for Gender Mainstreaming.

The participants at the meeting represented a broad spectrum of HIV/AIDS concerns, varying in geo-political scope. They included health, social and gender experts and planners such as: the United Nations agencies UNIFEM, UNFPA and UNAIDS; government representatives from the Bureau of Gender Affairs, Barbados, the Gender Affairs division of the Ministry of Community Development, Trinidad and Tobago, and the National Aids Coordinating Committee (Trinidad); regional institutions in the form of inter-governmental agencies CARICOM (PANCAP), the Commonwealth Secretariat and CCNAPC; the research institute Atlantic Centre of Excellence for Women’s Health; and a gender expert from Washington University. The contact details of all participants are appended to this report.

Welcome and Introductory Discussion

Chairperson Professor Rhoda Reddock from the Centre for Gender and Development studies welcomed participants to the meeting. All participants endorsed the importance of the meeting and expressed their commitment to the mainstreaming of Gender in HIV/AIDS programming.

The introductory proceedings situated the importance of applying Gender analysis to the approach to tackling HIV/AIDS in the Caribbean. A recent research document, the

'Gender Review and Assessment of HIV/AIDS programming of selected National AIDS programmes in the Caribbean' was cited as indicative of there being no adequate incorporation of gender in National HIV/AIDS policy formulation. It was further advanced that the Caribbean required a gender-specific tool, and that there existed a dearth in gender trained staff.

Women's organizations were considered on the periphery of HIV/AIDS work despite the core relationship between HIV/AIDS and gender relations. However, it was stressed that the role of Gender with regard to HIV/AIDS was not just about feminine vulnerabilities, masculinity also required Gender analysis. It was noted by one participant that women seem to cope better after contracting the disease than men due to closer links to support systems such as, for example, the Church.

Attention at the meeting was paid to the social messages that exacerbated the HIV/AIDS problem in the Caribbean. The adverse effects of stigma and social pressure were considered, one participant argued that early male sexual initiation was often the result of masculine social pressures to disprove homosexuality. The impact of popular culture as a socially conditioning force was also elucidated, for instance the lyrics of carnival songs, communicating messages of infidelity and sexual promiscuity. The UNFPA representative commented on how initiatives pertaining to the perceptions of young people had to be followed through with greater energy.

Another topic of discussion was the difficulty in gathering accurate data on gendered sexual behaviour in the Caribbean. It was observed that western style homo-hetero-bi categorization didn't properly describe the realities of sexual identity. For instance, homosexuality within the tourist industry, prisons and among particular ethnic groupings reflected a continuum of reasoning behind sexual practice. Therefore people classifying themselves in surveys as heterosexual may still engage in a broad range of sexual activity. The issue of gender-based poverty and its influence on the AIDS epidemic was also raised, for example, in relation to the cross-generational spread of AIDS through economically motivated sexual relations, so-called 'sugar-daddies' etc.

Experiences in Curriculum and Approaches – Dalhousie University, Atlantic Centre of Excellence for Women's Health.

The Atlantic Centre of excellence for Women's Health is a research institute that offers policy advice and advocacy, as well as a female perspective and experience in approaches to health issues. More specifically its research is concerned with i) health issues facing minority Canadians, ii) women's unpaid care work and ii) Gender and HIV/AIDS programmes.

The Centre presented a summary of its endeavours in the field of Gender and HIV/AIDS. In 1999 it engaged in a dialogue with the Commonwealth Secretariat about establishing a Gender and HIV/AIDS institute. In 2000 the Centre co-published a paper, 'Gender-mainstreaming and HIV/AIDS – a multi-sectoral approach'. More recently, the Centre

collaborated with the Commonwealth Secretariat to co-develop the International Institute on Gender and HIV/AIDS. The inaugural 2004 Institute drew diverse, multisectoral involvement from policy makers, programme leaders, civil society organizations, youth, researchers and PLWHAs. The Institute offered invaluable opportunities to network and encouraged the development of regional and national action plans.

The importance and role of follow-up support, in order to nurture commitment subsequent to workshops, was emphasized by the representatives from Dalhousie. An idea that raised interest among those in attendance was the employment of so-called skill shops in which the gendered views of male and female participants were exposed and aired through gender-orientated tasks.

Discussion proceeded on how best to engage men in the Gender debate. Unlike more female-centric issues, which some men may deem less demanding of their attention, it was asserted that a gender response to HIV/AIDS impacts directly upon male interests. After all, Gender is inherent to the cause and thus to the resolution of a disease that does not discriminate between men and women.

The meeting participants considered timeframe for workshops and it was suggested that a one day meeting had the greatest efficacy in attracting national-level policy-makers who may find it logistically over burdensome to spare more time.

Consultancy review of selected training approaches

The consultancy group Dr Gwendoline Williams & Associates reported on their review of selected training materials. The terms of reference for the consultancy were to undertake a review of selected training materials on gender and HIV/AIDS and to use findings to make recommendations for a gender and HIV/AIDS training manual specific to the Caribbean. The report began by offering a background to the HIV/AIDS epidemic in the Caribbean. It highlighted with statistics the extent of the problem - prevalence rates of AIDS were as high as 5% in Haiti - as well as its gendered dimensions. Women were said to be increasingly seen as the face of HIV/AIDS in the region with prevalence rates in the 15-24 age groups higher among girls in Belize, Dominican Republic, Guyana, Haiti, Jamaica, Trinidad and Tobago, and Suriname.

The consultants reviewed various salient publications and emphasised the value of a particular manual developed by the Commonwealth Secretariat, 'Gender Mainstreaming in HIV/AIDS: Taking a Multisectoral Approach'. They observed a continuum of gender integration in the HIV/AIDS programmes of regional organizations. The major gaps were said to be: the limited political will of governments; the need for improved training and learning transfer; and the lack of understanding of methods and techniques for gender mainstreaming.

The review offered recommendations and a conceptual framework for the development of a training curriculum which related to the three perspectives of Gender; HIV/AIDS;

and Train the Trainer. The consultants further proposed a definition of gender mainstreaming as, 'the systematic process of integrating gender into policy and planning'. They then elaborated upon a policy cycle devised in the pursuit of this objective. It comprised 23 criteria under the sub-categories of: Policy Setting; Planning (diagnosis/prescription); Goal Setting; Organizing/Resourcing; Action/Implementation; and Monitoring and Evaluation.

The last part of the day was reserved for identifying best approaches and levels of training. The participants ventured their ideas on the practicalities of the training process. For instance, questions were aired on concerns such as the level of training that would be required for trainers to be adequately trained to train others. Should trainers have prior background? Is a training of trainers workshop sufficient? In this matter, it was determined that trainers would have expertise as gender or HIV specialists with a tested aptitude for training.

Strategizing the way forward: achieving consensus on training approaches

Day two of the meeting commenced with the setting of the day's agenda as well as a recap of the discussions and proposals of the first day. Early conversation focused on the need to flesh out the details of the training, particularly the modalities of implementation and curriculum. The question was posed as to the scope and level of detail required for the training manual. It was asserted that the manual had to be flexible, manageable and achieved this year. The participants concurred that it was not feasible to start from scratch and that a cutting & pasting of material would be necessary. Also, the importance of endowing the training manual with breadth and relevance in a fairly wide way was announced. This was in the context of the manual being not only utilized by those present at the meeting but also to be filtered through other programmes.

Attention was drawn to the importance of adjusting curriculum content so as to operate effectively at the level of national policy implementation along with the need to sensitize the target audience to the gendered causes and consequences of HIV/AIDS. It was also stipulated that the gender mainstreaming project had to stretch much further than the training manual if it was to be successful. Training ought to be abetted by technical assistance in order to support trainers and improve their ability to offer sustainable quality training.

Recognition was given to a number of points of entry for imputing into the project. It was stated that CCNAPC wanted to enact policy development strengthening with HIV/AIDS commissions across the Caribbean. CARICOM holds a facility to support national AIDS projects and was considered another potential entry point. It was recollected that CARICOM had identified HIV/AIDS as a priority area for gender mainstreaming. Also, the OAC Secretariat, implementor of the global fund for the eastern Caribbean, were said to have asked for a substantial amount of technical assistance for gender mainstreaming;

in the form of a gender assessment of the Secretariat's work and assistance in analyzing its gender content. The Commonwealth Secretariat stated there was a June deadline for their commitment to offer funding. They also expressed their interest in the more substantive element of the training and the concept of a skillshop as outlined by the Dalhousie University presentation.

Conversation then moved on to the difference between being sensitized to gender and the ability to use the concept analytically. It was purported that such a grasp had not been transferred to targets in the past and that the training content should focus on more successfully incorporating gender knowledge into their area of understanding or involvement.

After these initial deliberations, the meeting participants were split into two discussion groups in order to thrash out the details of the Curriculum, Modalities for implementation, Institutional responsibilities, Funding Implications/ Commitments and Time Frame.

Discussion group proposals: Modalities of Implementation.

A training framework was designed, to be headed by a core group of master trainers. A rigid criterion for selection was proposed, including a strong relevant professional background and experience and a verified interest in the field. Core competencies (in HIV/AIDS, Gender, Health) and a demonstrated aptitude for training were stated as critical at this stage taking account of attrition and the paramount importance of this core group of trainers. A pre-requisite background in curriculum development was also stated. For these same reasons geographical representation would not be stressed at this stage and a gender mix, as opposed to a gender balance, was to be sought and to include young persons as well as PLWHAs.

The main body of trainers was afforded greater diversity by the group, and to include HIV/AIDS organizations, gender specialists, advocates in non-governmental organizations, research scientists, as well as the integration of youth. It was decided that approximately thirty trainers should take part initially; a figure arrived at through attritional considerations set against the numerical requirements imposed by the large regional dimension of the project. Once again core competencies were labeled as essential as was an aptitude for leadership and training.

An earlier reference to supporting mechanisms to ensure retention of training numbers was elaborated upon. The idea was tabled of bestowing trainers with the title of 'fellow' to instill a sense of belonging and ownership in the project. There was also a proposal to invite sponsorship of trainers by donors and to engage trainers in the evaluative process.

It was suggested that 4-5 people per country would be trained. This figure accounted for attrition and the efficacy of having a body of gendered policists whose opinions would

become more vocal. Trainees would be multi-disciplinary and extracted from a variety of sectors in order to build a cadre of cross-fertilization. A competitive selection process was endorsed, for example, inviting the submission of essays asking what the candidate would do with training if selected; reflecting the importance the meeting participants placed on assuring trainer quality. The duration of the sub-regional training workshops was set at between 3-5 days in view of the time restraints placed on those participating and the travel time before and after the workshop. Long term assistance was also advised in order to support country level implementation. It was argued that the analytical application of gender analysis learnt had to be nurtured and continued technical support would prevent gender skills and enthusiasm from waning. Training conceived as an on-going process would maintain transferable skills and motivation among practitioners. A need was expressed for a more suitable project title to be found. The current title was considered unappealing and not serving well the function of attracting audience attention.

Discussion group proposals: Curriculum

A draft framework for the curriculum was developed, drawing from the consultancy presentation of the previous day as well as the expertise of the ad-hoc working group. The group established the underlying objective of the project as the integration of analysis on Gender/Sexuality into programming and action on HIV/AIDS in the Caribbean. A number of sub-objectives were also established:

Objectives

- a) Produce a generic manual;
- b) Cascading levels of training;
- c) Research different target groups;
- d) Build awareness on HIV/AIDS, Gender and Sexuality;
- e) Build capacity for integration of gender policies:
 - Policy environment
 - Analytic tools on HIV/AIDS policy programming
 - Behavior/attitude change

Content

The content of the manual was then laid out. The group stressed that the Caribbean focus of the manual was to be reinforced throughout the content. It was also to be human rights based. The intended target audience of the manual would span diverse sectors, including: government, civil society, research, educators, and regional organizations. The private sector was also referred to as a potential target area.

- a) HIV/AIDS

- History
- Overview in Caribbean (PANCAP response)
- Societal concepts and spread/myths/prevention/stigma/ discrimination
- Development of country/Caribbean perspectives
- Impact of HIV/AIDS on society/diversity
- Factors contributing to spread
- Engendering policies/programs - to involve a cohesion of policies e.g. HIV/AIDS migration, health, trafficking, laws, sexuality, poverty

b) Gender

- Gender and sexuality
- Gender Analysis techniques
- Masculinities/femininities
- Sustaining equity/equality in HIV/AIDS initiatives.

c) Gender mainstreaming

- What is it?
- Gendered causes and consequences of HIV/AIDS
- Social change/transformation
- GBA of sexual social behavior

d) Training approaches

- Nurturing commitment
- Understanding adult learning
- Participatory
- Reflective/experiential
- Monitoring and evaluation methods
- Adapting/adopting/adding
- Flexibility of learning environment
- Facilitation skills
- Managing diverse beliefs/values/experience/ trauma and ethics
- Training for advocacy.

Curriculum discussion

CARICOM expressed their desire for a PANCAP component to the curriculum to demonstrate how the fight against HIV/AIDS in the Caribbean was endowed with support at the highest political level.

Participants queried the specific target group of the training manual. It was questioned as to whether the manual was geared solely towards trainers or for the consumption of the trainees themselves. A general consensus considered the manual

as applicable to both tasks and could even be used as a government training resource so that policists had a tool to replenish their knowledge. It was also widely agreed that the document could take a number of formats to enhance its accessibility, including in multimedia and paperback.

The idea of distance learning as a training tool was discussed. Distance learning was conceived as potentially integral to the training process, as a facility that would enable training to continue beyond, and prior to, the initial workshops. However, it was pointed out by a participant that distance learning required a certain level of interaction and could not function properly without responses and feedback between institution and the student. The awarding of a certificate for those participating was considered a potential motivator and it was felt that institutions may find it useful to send and even sponsor the training of their staff.

Draft Work Plan for Training Scheme

- The design of the UNIFEM Gender Mainstreaming in HIV/AIDS programming regional training project is structured so as to produce a cascade effect of capacity-building at multiple levels.
- The manual advisory group is to be established, comprising a representative from the following organizations/institutions: UNFPA, CARICOM-PANCAP, and the Atlantic Centre of Excellence for Women's Health, Commonwealth Secretariat, and Centre for Gender and Development Studies.
- 5-10 so-called master trainers will be selected. The master trainers will comprise a gendered and professional mix and include youth advocates and PLWAs. The selection procedure at this level shall prioritize professionalism over geographical spread; furthermore candidates should possess experience in curriculum development and adult learning. Master trainers will be involved in the process of training trainers as well as forming the content of the curriculum.
- The main body of approximately 30 trainers will be selected on a competitive basis – perhaps through invitations for the submission of essays. The screening process will be designed to acquire trainers with a tangible interest in the work and specific competencies with the fields of AIDS/HIV, Gender and/or Health.
- The selection will at this stage demonstrate an even geographical distribution - possibly one trainer per participating country. Diversity of background will be valued, including the targeting of qualified youth; the involvement of the private sector; and of those trained under Champions for change and UNDP change agents programmes.
- Trainers will be accorded the title of 'Fellow' and a meeting of trainers shall be scheduled subsequent to the sub-regional training workshops. The development of evaluative tools is also to be prioritized.

- Regional and agency training will be divided into three sub-regions: North Caribbean – Jamaica; Belize; Bahamas; East Caribbean – OECS and Barbados; and South Caribbean – Suriname, Guyana, and Trinidad and Tobago. It is proposed that PANCAP will incorporate countries not captured above. Additionally, separate training would be undergone by youth advocates.
- It was decided that 4-5 participants would be trained per country; as well as 1-2 participants from agencies. The training workshops will be 3-5 days duration, depending on final form of the curriculum.
- Final level is that of the community.
- Technical assistance and feedback will be continually offered to participants after training in the implementation of knowledge learned at country level. Suggestions include the setting up a gender hotline.

Draft Time Frame for Ad Hoc Working Group Proposals

Outputs/Deliverables	Activities/Tasks	Implementation Timeframe
Training Manual		
<ul style="list-style-type: none"> • Identification of lead consultants for the development of a training module on Gender and HIV/AIDS 	Build criteria for selection	March, 2005
	Terms of reference	
	Issues of contract	
<ul style="list-style-type: none"> • Manual Development 	Meeting of Consultants with members of Manual advisory Group	May, 2005
	- Organize and prepare meeting room and teleconference facilities	
	Completion of first draft	End of May
	- Dissemination of draft manual for feed back	
	- Comments by Manual Advisory Group	15 May, 2005
	- Revised draft amendments	22 May, 2005
	Meeting/Workshop with Consultants and Manual Advisory Group	29 May, 2005
	Finalization of manual content	13 June, 2005
	Manual layout and graphics reproduction	After TOTs
Testing		
Training of trainers	Notices of training project	1 April, 2005
<ul style="list-style-type: none"> • Constitution of training team 	Identification of master trainers	Second week of May
	Identification of trainers	
	- advertise and invite applications	
	- devise a selection criteria	
	-Finalization of results at May 29 th meeting	29 May, 2005
<ul style="list-style-type: none"> • Training Process 	Lead-up logistical work	May-June, 2005
	Training of Trainers Workshop	End of July-September, 2005
	Training of regional agencies	October-November, 2005
	Proposed meeting of Ad Hoc Working Group	October-November, 2005
	Sub-regional training/meetings	Jan.-May/June, 2006
<ul style="list-style-type: none"> • Trainers' Evaluation 		June/July, 2006
<ul style="list-style-type: none"> • Taken to the country 		March, 2006 –December, 2007

Institutional arrangements

- UNIFEM laid out their conception of the project as an inter-agency collaboration in which it would perform a shepherding role but not necessarily desire special identification with the project.
- The members of the manual advisory group were established as: CARICOM, UNFPA, Atlantic Centre for Health, CGDS, UNAIDS, and Commonwealth Secretariat
- Role of Ad Hoc Working group was outlined and distinguished from the manual advisory group. The Working Group is responsible for logistics, development of training, all aspects of project management and revision, partner collaboration etc.
- UNIFEM agreed to prepare a draft budget of essential needs and circulate it for comments and institutional commitments. The proposal will be revised to take account of increasing numbers and levels of training. There will be a submission on to PANCAP countries that are beyond UNIFEM/Commonwealth Secretariat budget. The Commonwealth Secretariat has a June deadline for funding applications.
- Opportunities for collaboration with PANCAP were discussed. UNIFEM stated their intention to present a proposal on the CARICOM agenda. The Centre for Gender and Development Studies and CCNAPC were enlisted to aid UNIFEM with the proposal. The PANCAP AGM begins in October. Furthermore, the PANCAP representative informed participants of an entry point to present the project on March 11th-12th meeting of the advisory board of the PANCAP regional coordinating mechanism (RCM) in St Lucia.
- The possible involvement of the Caribbean Health Research Council (CHRC) was mentioned (as a monitoring, evaluative component).
- The Centre for Gender and Development Studies, Trinidad and Tobago, was marked as a potential location for the training of trainers.
- The meeting proposal for a separate regional youth training scheme were linked to a potential collaboration with the Commonwealth Youth Programme as part of a regional strategy.

Closing

Professor Rhoda Reddock thanked participants for their enthusiasm and support and looked forward to a successful and collaborative partnership. The chair urged the swift follow-up of meeting resolutions by all concerned.

**THE CENTRE FOR GENDER AND DEVELOPMENT STUDIES
AND
THE UNITED NATIONS FUND FOR WOMEN (UNIFEM)**

Ad Hoc Working Committee Meeting on Gender and HIV/AIDS

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