REAct

Coordinators' planner

Note: Activities are organised by DUE DATE

First phase: before the workshop

Date	Activity	Outcome	Responsibility	Due date	Completed
	Overview and planning discussions	▪ Agreed Coordinating Organisation focal point and other staff to be involved (including POs who support key population CBOs)	Coordinating Organisation and REAct@Frontline AIDS		
	Identify budget for set-up and implementation of REAct	▪ Budget for the workshop and REAct implementation based on local context and within funds available (see Annex 1)	Coordinating Organisation		
	Identify key affected populations and priority areas for monitoring and response by referring to programmatic evidence	▪ Key populations identified and shared with Secretariat	Coordinating Organisation		
	Workshop planning	▪ Venue booked (see Note 1 and Annex 4)	Coordinating Organisation		
	Send workshop documents to Coordinating Organisation	Coordinating Organisation has received: ▪ REAct guide (including the five units) ▪ REAct PowerPoint presentation ▪ questionnaire templates ▪ workshop agenda and list of technical and equipment requirements for workshop ▪ ToR for CBO staff (see Annex 3)	REAct@Frontline AIDS		
	Coordinating Organisation reviews workshop documents	▪ Understanding of workshop aims and objectives and the role of CBO staff, and equipment needed for the workshop	Coordinating Organisation		
	Conference call	▪ Discussion on CBO selection process and	Coordinating		

		criteria (see Annex 2) ▪ Workshop documents read and understood ▪ Agreement on facilitation team and need for translator/s ▪ Scheduled weekly catch-ups	Organisation and REAct@Frontline AIDS		
	Send documents for translation	▪ Translated materials	Coordinating Organisation		
	Assess current or new CBOs that will be approached to be REAct Implementing Organisations	▪ Shortlist of potential REAct Implementing Organisations (see Annex 1)	Coordinating Organisation, with advice from REAct@Frontline AIDS		
	Engage with leaders and decision-makers in CBOs	▪ REAct and its benefits for young key populations introduced to CBO leadership ▪ Discussion on level of effort, and roles and responsibilities for CBO and REAct implementation staff (see Annex 3) ▪ Checklist reviewed (see Annex 2)	Coordinating Organisation		
	Finalise CBO selection and list of CBO staff to attend workshop and implement REAct	▪ Initial list of workshop participants and CBO implementers	Coordinating Organisation		
	Send workshop invitations	▪ Invitations sent to CBOs to ensure participants are available	Coordinating Organisation		
	CBOs decide on staff to implement REAct and attend workshop (two per CBO). They will manage the system, carrying out individual case interviews and inputting data	▪ Final participant list, including POs from Coordinating Organisation who will support the Implementing Organisations	CBOs, with advice from Coordinating Organisation		
	Appoint translator/s and share all workshop documents with them in both languages	▪ Translators understand the content and key words/concepts that will be presented at the workshop in order to ensure a good-quality translation	Coordinating Organisation		
	Coordinating Organisation share workshop agenda and materials and ToRs with CBO staff	▪ Shared understanding of the workshop aims and objectives and the role of CBO staff	Coordinating Organisation		
	Purchase the necessary equipment for the training and implementation of REAct	▪ Equipment is available for the workshop and REAct implementation (see Note 2)	Coordinating Organisation		

Date	Activity	Outcome	Responsibility	Due date	Completed
	Finalisation of workshop participant logistics		Coordinating Organisation		
	Collate training resources	▪ Handouts ▪ Flip chart paper, pens, tape ▪ If power available: netbooks (one per CBO), Internet access passwords, projector, five memory sticks (for Coordinating Organisation security), audio recorders (one per CBO) ▪ Without power: presentation printouts	Coordinating Organisation		
	In-office preparation day	▪ Preparations for the workshop and co-facilitation are finalised ▪ Translators briefed ▪ Wanda software loaded onto netbooks	Workshop facilitators		

Second phase: the REAct workshop (4–5 days, see Note 2)

Please note: It is imperative that REActors (those who will be carrying out interviews and managing REAct) attend the workshop. We recommend that two people from each Implementing Organisation attend.

Date	Activity	Outcome	Responsibility	Due date	Completed
	Hold REAct workshop (see Note 1)	REAct Implementers have: ▪ an overview and understanding of the REAct system ▪ an understanding of human rights principles and responses ▪ training in the principles and processes of using REAct ▪ interviewing skills and experience ▪ experience in managing data and using Wanda REAct Coordinators and Implementers have consulted and agreed on: ▪ key populations to work with ▪ key issues they are going to monitor and respond to ▪ adaptations to the REAct questionnaire template ▪ roles and responsibilities between	Coordinating Organisation and workshop facilitators		

		organisations ▪ next steps in implementation			

Third phase: after the REAct workshop

Date	Activity	Outcome	Responsibility	Due date	Completed
October	Broader community consultation, if necessary	Validation from identified key population groups that the REAct questionnaire appropriately captures the priority areas needed for monitoring and response	Coordinating Organisation and Implementing Organisations		
	Finalise questionnaires		REAct@Frontline AIDS, Coordinating Organisation		
	Draw up and sign MoUs	Clear roles and responsibilities are established for Coordinating Organisation and CBOs, including financial arrangements	Coordinating Organisation and CBOs		
	Establish REAct Committee	Advice is available on REAct implementation, small grants scheme and responses/programming	Coordinating Organisation and CBOs		
	Complete Wanda set-up and test	Wanda is working correctly and problems have been overcome	REAct@Frontline AIDS, Coordinating Organisation, CBOs		
	Distribute funds to CBOs	CBOs have resources to implement REAct	Coordinating Organisation to CBOs		
	Complete workshop report	There is a record of key learnings and recommendations for REAct implementation and processes	Coordinating Organisation		
	Implement REAct		Coordinating Organisation, CBOs		

Guidance notes

1: REAct workshop specifications

The time required to set up REAct in each country context depends on many variables. The duration of the workshop can be between four and five days. This will depend on the number of REAct implementers and different key population groups involved; the level of existing knowledge on human rights and human rights-related interviewing; and technical experience of managing data. As a guide, an extra half day for each additional key population should be allocated.

Workshop venue/space specifications

- Safe and secure venue, where participants will not be interrupted or overheard, or in any danger when arriving or leaving.

- Safe and secure breakout spaces, especially if multiple key population groups are attending – one room needed for each key population group for specific sessions (see Annex 4).

- Dependable power.

- Dependable Internet access for Wanda training sessions.

2: Equipment requirements

- Memory sticks (for Coordinating Organisation) for Wanda security – five needed.

- Each CBO implementing REAct will need a netbook and voice recorder to documents interviews and enter data into Wanda.

- Netbook specifications (Windows requirements):

  - Windows XP, Windows Vista, Windows 7 or Windows 8.

  - Pentium 233 MHz processor (300 MHz or faster recommended).

  - 512MB hard disk space available (1GB or more recommended).

  - 512MB RAM (1GB or more recommended).

- Voice recorders: minimum battery and recording time is enough for two hours.

Annex 1: Example budget for setting up and implementing REAct

Activity	Item	Budget (USD)
Workshop	Travel for participants (transport, accommodation, per diem) The number of participants depends on how many CBOs are chosen to implement – two people from each Implementing Organisation	
	Venue hire for four days (with Internet connection, refreshments, food)	
	Workshop materials (pens, paper, flip charts, etc.)	
	Translation of presentations and documents	
	Translator(s) during workshop	
Equipment	Netbook (one for each Implementing Organisation)	
	Audio recorders (one for each Implementing Organisation)	
	Memory sticks (three) for Wanda security (for Coordinating Organisation)	
REAct staff in CBOs	Two part-time staff per CBO (half a day each per week) until end of project	
	Transport costs for staff/clients to collect incident reports	
Crisis response	Small grants for crisis response (e.g. USD15,000)	
	Other rights-based programming (e.g. USD7,500)	
Set-up data management tool	Travel for two trainers for workshop with airfare, accommodation, per diem)	
	Translation of questionnaire	
	Template creation for questionnaire (two @USD1,500)	
Monitoring	Monthly/bimonthly meetings (one day) Participation of at least one person from each REAct CBO; meetings to see what common issues are, collaboration on potential rights-programming, consolidating experiences	
	Partnership-building for strengthening referrals	
	Sensitisation of peer educators/outreach workers of REAct and what it is for	
	TOTAL	

Annex 2: Checklist for selecting CBOs as REAct Implementers

CBO name		
Question	**Guidance**	
Service provision/reach		
Does this CBO provide services to young key populations?	The CBO must have direct reach with beneficiaries, and if possible provide some sort of service (e.g. outreach, peer education, IEC) to them so that REAct adds to their 'package of services'	Yes/No
Which services does the CBO provide to young key populations?		Specify
Does this CBO refer young key populations to services?		Yes/No
Which services does the CBO refer young key populations to?		Specify
Which young key populations does this CBO represent or work with?		Specify
Does the CBO provide crisis or human rights-related services responses to individuals	For example, emergency support and funding for medical care, temporary accommodation, legal assistance	Specify
Which areas does the CBO identify as priorities for monitoring and response	For example, discrimination by healthcare providers, violence from police, denial of HIV and SRHR services	Specify
Human resources		
Does the CBO have at least two staff members who can commit time (paid/part time) to conduct	See Annex 3	

interviews and input data into the system?		
Do the proposed CBO staff have knowledge/experience of:	counselling/interviewing key populations?	
	human rights?	
	basic PC/computer literacy/skills?	

Logistics

Does the CBO have relatively easy and fast Internet access?		Yes/No
Does the CBO have access to spaces where interviews can be conducted securely and in privacy?		Yes/No

CBO Contacts

CBO Director	Name:	Contact information:
CBO REAct Implementer 1	Name:	Contact information:
CBO REAct Implementer 2	Name:	Contact information:

Annex 3: CBO staff REAct Implementers terms of reference

The terms of reference below outlines the roles and responsibilities of CBOs and their staff who are implementing REAct. They will need to be adapted and agreed to during the REAct workshop and follow-up after the workshop.

Each CBO implementing REAct is recommended to allocate two members of staff (paid/part-time) to take responsibility for implementing REAct. The number and time commitment of CBO staff will depend on the quantity of cases that need documenting and monitoring.

CBO staff implementing REAct (two recommended, paid/part-time):

- attend the REAct workshop, including being trained on the information management tool, Wanda

- are responsible for the REAct netbook and audio recorder

- carry out human rights-based interviews with beneficiaries

- enter data into Wanda

- regularly produce and submit reports to the REAct Coordinating Organisation

- review cases and the individual emergency responses provided in order to further understand the human rights situation

- Identify wider community-based responses needed.

One staff member will also be part of the REAct Committee, and needs to manage the Small Grant Scheme budget given to them by the Coordinating Organisation.

The REAct Committee will:

- meet every two months (a half-day meeting) to

  o review cases and the individual emergency responses provided
  o discuss and plan wider community-based responses
  o readjust Small Grant Scheme budgets when necessary
  o evaluate REAct and adapt when necessary

- be available as needed for conversations and making decisions about individual responses requiring large funds.

Note: The time required for these roles will depend on the CBO, their beneficiaries, and their context. In one example of REAct, one staff member is paid to work on REAct for four hours every week based on the assumption there are two cases per week being documented by that member of staff (remember, this system emphasises quality not quantity).

Annex 4: Example agenda outline for REAct workshop

Preparation	Day 1	Day 2	Day 3	Day 4	Day 5
Attendees: Facilitators & CO	Attendees: Coordinating and Implementing Organisations in plenary	Attendees: Implementing Organisations separated according to key population group	Attendees: Implementing Organisations separated according to key population group	Attendees: Coordinating and Implementing Organisations in plenary	Attendees: Coordinating and Implementing Organisations in plenary
Preparation for workshop: agenda, facilitation and translation of sessions, approach to Wanda training, documents review	Introduction to workshop	Understanding the community context and issues	Human rights interviews	Setting up Wanda accounts	Wanda searching
	Introduction to REAct	Case examples and identifying human rights violations	Adapting the questionnaire	Wanda data-sharing	Wanda reporting
	Human rights principles	Recommending responses	Role plays	Wanda questionnaire template	REAct structures, budgets and agreements
	Human rights-related HIV programmes	CBO services and referral network	Role plays	Wanda data entry	Next steps