

# Section 1: How to use this workbook

This workbook accompanies the International HIV/AIDS Alliance’s **Good Practice Guide on Community-based TB and HIV Integration**.

Specifically this workbook accompanies the actions described in Chapter 3 of the guide, titled “How to integrate TB activities into your HIV work.” The purpose of the workbook is to support you in completing each action step described in the guide for your own organisation. By the end of the workbook, you should have all the elements of an organisational TB/HIV integration plan together for your own group.

The workbook sections and tools are matched to the guide as follows:

Guide section	Workbook section
TB guide Section 3 Introduction	Workbook section 1: How to use this workbook
Action 1: Understand TB, TB/HIV, and the global context	None
Action 2: Know the TB situation in your country	<p>Workbook section 2</p> <p>Tool 2.1: Organisation of TB service delivery            Tool 2.2: Epidemiology of TB            Tool 2.3: National policies and guidelines            Tool 2.4: National TB objectives, targets and activities            Tool 2.5: Successes and challenges            Tool 2.6: The Cough-to-Cure Pathway            Tool 2.7: Logical linkages between challenges and activities            Tool 2.8: Advocacy planning            Tool 2.9: Communication planning            Tool 2.10: Social mobilisation planning            Tool 2.11: Service delivery planning</p>
Action 3: Choose activities appropriate for your organisation	<p>Workbook section 3</p> <p>Tool 3.1: Situation analysis            Tool 3.2: Organisational analysis            Tool 3.3: Activity prioritisation matrix</p>

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Guide section	Workbook section
Action 4: Create or strengthen appropriate partnerships	<p>Workbook section 4</p> <p>Tool 4.1: Partner identification and selection            Tool 4.2: Partnership plan checklist and sample memorandum of understanding</p>
Action 5: Plan, implement and measure the success of your activities	<p>Workbook section 5</p> <p>Tool 5.1: Planning and monitoring and evaluation checklist            Tool 5.2: Work plan template            Tool 5.3: Sample TB screening tools            Tool 5.4: Sample referral slips            Tool 5.5: Monitoring template            Tool 5.6: Evaluation template            Tool 5.7: Sample results reporting forms</p>
Action 6: Fund your activities	<p>Workbook Section 6</p> <p>Tool 6.1: Existing and potential donors            Tool 6.2: Fundraising plan and timeline            Tool 6.3: Fundraising application checklist</p>

Throughout this workbook, we have tried to provide you with examples to help you understand how to use the tools provided. Following the examples, there are blank templates to use for your own work. You can do so electronically, or you can print them out and work on hard copies.

We have tried to include as many tools as possible that may be useful to your organisation. You may choose to use all of them, or you may choose only specific ones that fit your situation best. You may already have other ways you complete the steps described in the guide. If they are working for you, there is no need to change the way you do things. There is no one right way to use these tools. It is up to you to decide what is best for you. We suggest you review them as you go through the sections of the guide, and decide how you would like to use them. If you do choose to use tools for a particular action step, we recommend you complete the tools before moving on to the next section of the guide.

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As you use these tools, you may find that you would like to adapt them for your own purposes, or you need to change them in some way to be easier for you to use. That is welcomed. These are for your benefit, so feel free to modify them in whatever way you please. The workbook is available to you in Word format to make it easy for you to enter information directly into the documents, and to change the templates as needed.

We hope this workbook helps your organisation build a strong TB/HIV integration plan and contributes to the success of your important work. We welcome any feedback or suggestions on the guide or the workbook. You may submit feedback to:

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