



ERNA - European Red Cross and Red Crescent Network on HIV, AIDS and TB

PLAN OF ACTION 2013

OBJECTIVES	ACTIVITY	INDICATORS/SUPPORTING DOCUMENTS	ASSUMPTIONS	TIMEFRAME	BUDGET / FINANCIAL PLAN
[GOAL] To contribute to the reduction of the spread of HIV, AIDS, TB and other communicable diseases principally among the most vulnerable people					EUR 79.800,00
[Outcome 1] – To strengthen and promote the exchange of experiences, information and best practices among member National Societies and with others					EUR 47.800,00
[Output 1.1] – Exchange of experience and information and decision making sharing through the ERNA Board	Agenda points/contents to be defined during the Board Meeting: - Adopting of the previous meeting minutes - Analysing of 2012 PoA and budget - Up-dating over Budget 2013 - Finalizing of the ERNA Plan of Action 2013	Budget for 2013 up-dated PoA for 2013 finalized after got back comments from Member NSs Location for ERNA 17 th annual General Meeting (GM) defined. Draft MoU between ERNA and RCS of Tajikistan hosting 17 th GM prepared.		February 2013 (electronically done)	Included in General Administration Cost (see Annex 1 for ERNA Budget 2013 in EUR) No expenses for travel and accommodation as it is done

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	<ul style="list-style-type: none"> - Response from the RCS of Tajikistan hosting the 17th General Meeting; analysis of offer for location proposed by RCS of Tajikistan - Definition of the GM theme - Analysis of the NSs feedback regarding possible annual membership contribution - Discussion of fundraising from internal and external donors 	<p>Budget of the meeting discussed.</p> <p>Minutes of ERNA Board meetings published over the ERNA website</p>			electronically
<p>[Output 1.2] – Exchange of experience and information sharing through the ERNA Board meeting</p>	<p>Participation of the full Board (President, Vice-presidents, ERNA General Coordinator, RCS of Tajikistan representative, IFRC, Youth ECC and PLHIV representatives)</p> <ul style="list-style-type: none"> - Adopting the minutes from the previous meeting - Preparations of the 17th ERNA General Meeting: <ul style="list-style-type: none"> * Discussing the <i>draft ToR of the GM (prepared by ERNA Board with the assistance of IFRC)</i>, its objectives and criteria for attendance and participation by members * Discussion MoU with the host NS * Outline the Agenda of the 	<ul style="list-style-type: none"> - Agenda of the AGM and work in groups are agreed upon. - Provisional Programs are adopted. - Provisional list of the guests are approved. - Details are agreed upon - Budget of the meeting is defined. - ERNA Secretariat budget report shared. - Venue of the meeting is approved. - Agenda of the meeting and work in groups is agreed upon. <p>Report published over the ERNA website</p>		May 2013 Face-to-Face meeting in Minsk	<p>EUR 2.000,00</p> <p>Travel of the elected President and Vice-President covered by respective NS</p>

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	<p>General Meeting</p> <ul style="list-style-type: none"> * Preparing topics and list of the guests to be invited for the 17th ERNA General Meeting discussed * Preparing and sending out invitations to RCRC and external partners (end of May-June) * Forming and agreeing upon the working group for ERNA GM 2013 * Discussing possibilities and facilities to organize the GM * Discussing the promoting materials on ERNA GM * Discussing the budget of the GM <p>- ERNA Secretariat elections - Current ERNA budget 2013</p>				
<p>[Output 1.3] - Consultations of ERNA Board and ERNA Secretariat with the host NS for the 17th ERNA General Meeting</p>	<p>ERNA President (Vice-President) and ERNA Secretariat Coordinator preparatory visit to the GM location in Tajikistan and organizational issues</p>	<p>Agreements on the budget are agreed with host NS</p> <p>Meeting with the government representatives carried on</p>	<p>Host NS provides necessary information and cooperates in ERNA Meeting preparatory works with ERNA Secretariat.</p>	<p>June 2013</p>	<p>EUR 3000,00</p>
<p>[Output 1.4] - Exchange of experience and information and decision making sharing</p>	<p>Discussing the results of preparatory visit to the RCS of Tajikistan</p>	<p>Report from the ERNA Secretariat Coordinator preparatory visit to the GM location in Tajikistan and the</p>		<p>July 2013 (electronically done)</p>	<p>Included in General Administration Cost (see Annex 1)</p>

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through the ERNA Board		report from the Tajik RC on the GM preparations			
<p>[Output 1.5] - Sharing experiences and best practices of member National Societies during the annual ERNA General Meeting</p>	<p>17th ERNA Annual General Meeting well organized and executed: theme and sessions chosen respecting needs of the hosting NS; Member NSs and reliable Partners included in the preparation of sessions; NSs presenters selected according to best practice they developed in the topic.</p> <p>Workshops by interactive methods of work widely used</p> <p>Active role played by external stakeholders (PLHIV, International and National Organizations)</p> <p>Best practices sharing among member National Societies</p> <p>Active participation in the ERNA Secretariat election process</p>	<p>Hosting NS representative participated in the GM decisional making process at the Board x N. of sessions prepared following this principle x. N. of NSs involved x. N. of Partners involved</p> <p>No. of Member NSs represented</p> <p>Interactive participation of all concerned members in the sessions</p> <p>Key elements shared on specific issues discussed in the sessions</p> <p>Key elements extracted from the outcome of the workshops.</p> <p>Reinforced partnership with other involved stakeholders</p> <p>Participants actively involved in the workshops and discussions.</p>	<p>The budget for the meeting is covered.</p> <p>The budget for supporting the participation of NSs requesting support is covered.</p> <p>The National Societies are willing to report on their best practices.</p> <p>There are available lecturers and facilitators for the workshops and discussions.</p>	September 2013	<p>EUR 38.000,00 Accommodation and travel costs for ERNA GM supported NSs and guests, meals and coffee breaks, translation, rent of meeting premises, stationary and printing, support for the fuel expenses</p> <p>Travel of the elected President and Vice-President covered by respective NS</p>

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		<p>ERNA Secretariat for the three years mandate elected</p> <p>Rate of participants who filled the evaluation questionnaire</p> <p>Full Report published over the ERNA website</p>			
<p>[Output 1.6] - Verification and accountability of the ERNA member key contact person as adherence to the requirements in the ToR to Member NSs on their Key tasks and responsibilities (Annex 2 of the ToR adopted by the GM on 2010 in Minsk)</p>	<p>Contact with each Member NS to constantly up-date their contact person</p> <p>Share relevant information with key contact people</p> <p>Permanent consultation over relevant themes done electronically</p>	<p>Key ERNA Member NSs contact list constantly up-date</p> <p>Number of positive feed-backs received from key contact persons regarding NSs actions, plans relevant to ERNA mission such as PoA, Strategy 2012-2013, revised ToR, etc.</p>	<p>There is enough awareness and interest in NSs to topics relevant to ERNA mission</p>	<p>Ongoing</p>	<p>Included in General Administration Cost (see Annex 1)</p>
<p>[Output 1.7] – Exchange of experience and information sharing through the ERNA Board meeting (the exact location to be defined)</p>	<p>The ERNA Board welcomes a new ERNA Secretariat which accepts mandate from the previous one for the next three years</p> <ul style="list-style-type: none"> - Adopting the previous ERNA Board meeting minutes - Adopting the Report of the 17th ERNA General Meeting 	<p>Draft Report of the 17th ERNA General Meeting</p> <p>List of Board members suggestions</p> <p>ERNA Secretariat budget report</p>		<p>November - December 2013</p> <p>Face-to-Face meeting in Zagreb or Budapest?</p>	<p>EUR 3.000,00</p> <p>Travel of the elected President and Vice-President covered by respective NS</p>

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	<ul style="list-style-type: none"> - Discussing the Evaluation of of the 17th ERNA GM - Discussing the Strategic Plan for ERNA 2014-2015 - Discussing the ERNA PoA 2014 - Discussing ERNA budget 2014 - Current ERNA budget 2013 	ERNA PoA and budget for 2014			
<p>[Output 1.8] - To strengthen the ERNA network and the relation with relevant stakeholders through the exchange of experience and information by the website</p>	<ul style="list-style-type: none"> -Updating the website on the regular basis in two languages -To insert relevant information from member National Societies and relevant stakeholders - To keep working with ERNA website interactive part 	<ul style="list-style-type: none"> N. of news posted N. of electronic advices offered N. of visits to the website N. of PLHIV organizations using the platform as its own N. of other stakeholders linked 	That members and stakeholders are well-informed	Ongoing	EUR 1.800,00 for the web site maintenance
<p>[Output 1.9] – To make a simple communication strategy both for internal (membership) and external (partners and stakeholders) use, that includes a commitment to routine periodic communication and makes clear what is expected in response (from members)</p>	<p>A simple communication strategy used while keeping in touch with ERNA members and partners.</p> <p>Developing draft ERNA Communication Strategy on the basis of practical experience (by ERNA Board with the assistance of the IFRC)</p> <p>Discussing and adopting the Strategy during the 17th ERNA GM</p> <p>- Development of the ERNA</p>	<p>Internal and external communication daily maintained.</p> <p>A draft communication strategy developed</p> <p>The Strategic PoA 2013</p>	<p>The ERNA Secretariat and Board exchange continuously information</p> <p>The communication strategy approved, mailed out to all concerned and posted on the ERNA website</p> <p>Counter-obligations of</p>	<p>Ongoing</p> <p>August 2013</p> <p>Ongoing</p>	<p>Included in General Administration Cost (see Annex 1)</p> <p>Included in General</p>

OBJECTIVES	ACTIVITY	INDICATORS/SUPPORTING DOCUMENTS	ASSUMPTIONS	TIMEFRAME	BUDGET / FINANCIAL PLAN
<p>[Output 1.10] – To make a plan to engage in a more strategic way with NS leadership to improve ‘buy-in’ and continuity of commitment to ERNA membership and participation</p>	<p>Plan of action 2013. - Approval of the Plan of action by the ERNA member NSs leadership - The Plan of action 2013 posted on the ERNA website. - The performance of the plan monitored by the ERNA Board</p>	<p>adopted, sent to NSs and posted on the ERNA website. N. of discussions between the leadership of ERNA member National Societies and ERNA Board, Secretariat in 2013 =</p>	<p>the parties will be fulfilled</p>		<p>Administration Cost (see Annex 1)</p>
<p>[Outcome 2] – To promote the setting up of innovative initiatives and to reproduce them in other National Societies by adapting them to the beneficiaries</p>					<p>Included in General Administration Cost (see Annex 1)</p>
<p>[Output 2.1] – Increase of visibility on activities developed in the field of Harm Reduction, HIV, AIDS and TB programmes run by NSs</p>	<p>Report on the Questionnaire for member NSs about activities and achievements in the field of Harm Reduction, HIV, AIDS and TB It has to be done by ERNA Secretariat in cooperation with the Board Mapping results of activities Disseminating the information</p>	<p>N. of persons answering the questionnaire N. of trained persons N. of new HR, HIV, AIDS, TB programs/projects in member National Societies Sustainability of (N.) current programs /projects run by member National Societies published over the ERNA website</p>	<p>That the NSs express their interest to follow-up. That the NSs continue to carry out Harm Reduction activities That there are experts available to provide the follow-up.</p>	<p>March 2013</p>	<p>Included in General Administration Cost (see Annex 1)</p>

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[Output 2.2] – Increase Visibility on ERNA Network	To disseminate informational ERNA Booklet, ERNA/IFRC Newsletter devoted ERNA and other promotion materials through every meetings, communications with internal and external stakeholders	N. of disseminated promotional materials (segregated by type) News published over the ERNA website	Internal and external partners got the information about ERNA	Throughout 2013	Included in General Administration Cost (see Annex 1)
[Output 2.3] – Develop a monitoring and evaluation framework which will include key performance indicators and a systematic way to capture lesson learning and promote good practice	Developing monitoring and evaluation framework by the ERNA Board with the assistance of the IFRC	A draft framework prepared N. of NSs which submitted their amendments and supplements to the draft framework. The framework adopted by the ERNA Board, disseminated among the member NSs and posted on the ERNA website. Monitoring results disseminated among NSs and posted on the ERNA website.	The results of the monitoring and evaluation will help to draw lessons from disclosed problems and improve ERNA performance	July-August 2013	Included in General Administration Cost (see Annex 1)
[Outcome 3] – To promote and facilitate concerted collaborative actions in the prevention of HIV, AIDS, TB and other communicable diseases with UN agencies, EU, non-governmental organizations, Global Fund and other					EUR 10.000,00

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international and national organizations and with existing Federation's Networks					
-[Output 3.1] – Strategic partnership between National Societies and other agencies & partners	<p>-Increasing the existing cooperation with UNAIDS, WHO, UNODC, EU, Global Fund, Stop TB, HRI, AAE and other Civil Society Organizations</p> <p>-To seek for other potential partners/donors involved in the field of HIV/AIDS, TB and other communicable diseases.</p>	<p>Number of partnership established – communication with member NSs on this regard</p> <p>Participation of ERNA Board member at relevant Meetings organized by external potential partner organizations</p>	<p>That National Societies have programmes and feasible projects to present and to offer to potential partners, that there is a will to cooperate.</p> <p>To explore if there is possibility to include Potential Partners' tools in RCRC actions</p>	Partners to be invited to the 17 th ERNA General Meeting	EUR 3.000,00 If possible partners will pay for their own participation
[Output 3.2] – Strengthen Partnership within the RC/RC Movement and other RC/RC Networks on HIV and TB	<p>- Increase number of ERNA members</p> <p>- Joint participation of ERNA, ART, EYN and other IFRC networks in the international events, meetings, trainings</p> <p>- Share information of ART and other IFRC networks through ERNA website</p> <p>- To share information /and make available space on ERNA website for the HIV/TB IFRC networks from other</p>	<p>Participation of ERNA Board members at relevant meetings, trainings, events</p> <p>New experience, know-how and ideas shared through minutes, reports and website</p>	That experience, ideas, and innovations of ART, EYN and other networks will be adapted and used by ERNA and vice versa. That ART, EYN and ERNA Network experience will be used by the other IFRC networks and vice versa	Ongoing	EUR 3.000,00

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	regions (outside Europe)				
[Output 3.3] - Building partnership in Harm Reduction activities, events, initiatives.	To increase cooperation with international organizations on harm reduction	Participation of ERNA Board members at relevant events, meetings, trainings New experience, know-how and ideas shared through minutes & reports and ERNA website	That there is a reciprocal interest in cooperation. Good practices are shared.	Ongoing	EUR 3.000,00
-[Output 3.4] – Strategic partnership between ERNA, and other IFRC Networks established or improved	To establish cooperation with, PERCO, Psychological Support, First Aids network and with the new entity established among IFRC/ItRC/Villa Maraini named “The Red Cross Red Crescent Training and Research Partnership on Substance Abuse”	N. of exchanges with the three networks and with the “Partnership..”		Throughout 2013	Included in General Administration Cost (see Annex 1)
[Output 3.5] - Maintaining good cooperation with IFRC/RC Europe Zone Cooperation with the Red Cross EU Office based in Brussels	Europe Zone Health representative participating at ERNA Boards and General meetings Partnership with the RC/EU Office, RC EU Office representative present at ERNA AGM - presenting possible calls for proposals	Increased exchange of information with the IFRC Europe Zone office Number of options for applications presented	IFRC has budget	Periodical	Budget covered by IFRC representatives

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[Output 3.6] – Starting cooperation with European Funding Practitioners Group (EFPG)	ERNA Board member participates in the EFPG meetings		That there is a reciprocal interest in cooperation.	Throughout 2013	EUR 500,00
[Output 3.7] – Starting cooperation with American Red Cross	Cooperation on organization joint events, trainings, study visits to the ERNA member NSs, information exchange, improving the functioning of ERNA website	N. of events/meetings organized N. of study visits N. of trainings N. of information exchanged, including via website Increased positive statistics in the ERNA website analytics reports	That there is a reciprocal interest in cooperation.	Throughout 2013	EUR 500,00
[Outcome 4] – To strengthen PLHIV in better raise their voice and their capacity to develop their role in the community					EUR 7.000,00
[Output 4.1] – Reinforce and/or build new partnerships with PLHIV NGO's in order to expand existing actions and to promote new initiatives at all levels	General assessment of actors involved in the field: - identification of PLHIV organizations, relevant NGO's, and groups at national and local level; - establishing of bilateral dialogue.	N. of meetings organized and N. of relevant stakeholders involved Increased cooperation of National Societies and national PLHIV organizations: N. of NGOs included in partnership through common	That there is enough commitment in cooperation	Throughout 2013	EUR 3.000,00

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	Acting together for: - a multilateral understanding of each player by exposing their overall activities; - identifying a shared agenda of priorities and activities; - sharing responsibilities among the players by activities	agenda (MoU, Consensus statements, etc)			
[Output 4.2] - Partnership and more involvement of PLHIV and other target groups in ERNA activities in ERNA General Meetings	GNP+ and PLHIV/TB representatives are invited as special reliable partners at the annual ERNA GM	Relevant contributions of GNP+ and/or PLHIV/TB representatives assured during the GM N. of speeches and presentations held by such partners GM-2013 =	That there is commitment in cooperation The guiding role and example given by GNP+ and/or PLHIV/TB representatives during the GM will help participants to overcome prejudice and stigmatization	Ongoing	EUR 4.000,00
[Output 4.3] – Involving the PLHIV in the ERNA governance	PLHIV special advisor/representative for ERNA Board to be selected for two years: 2014-2015	PLHIV representative participates at the ERNA Board Meetings PLHIV presence at the ERNA Board get visibility through the ERNA web site Development of a practice that can be proposed as good practice advocating for more inclusion of beneficiary communities in the Governance of RC/RC bodies	That there is strong commitment in cooperation The RC activities based on the GIPA principle	September 2013, at the 17 th ERNA GM	The cost is included in the budget line of the Board Meetings

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			will become more efficient, effective and meaningful		
[Output 4.4] – To promote the role of PLHIV organizations in evaluation of projects targeted to vulnerable people	To collect and disseminate the existing best practices RC NSs regularly involve positive people to response to HIV, AIDS and TB at the national and local level	N. of evaluations done N. of people from among vulnerable communities who were actively involved in the RC activities at the national and local level in 2013 – to be done through a Eng & Rus questionnaire to be sent to ERNA Member NSs	The RC activities based on the GIPA principle will become more efficient, effective and meaningful	Ongoing	Included in General Administration Cost (see Annex 1)
[Output 4.5] – To promote better awareness over the stigma affecting PLHIV	In Partnership with PLHIV referral Org. (GNP+) ERNA will promote the adoption of the “STIGMA INDEX” via ERNA website	ERNA website present the information		Ongoing	Included in General Administration Cost (see Annex 1)
[Outcome 5] – To build capacity on Humanitarian Diplomacy to apply in the field of HIV and TB together with Member NSs.					Included in General Administration Cost (see Annex 1)
[Output 5.1] – Using appropriate tools on Humanitarian Diplomacy (HD) on HIV	Disseminating and promoting IFRC HD Manual Guide (?) and the “course on-line on HD”	Number of situations where the tool has been used Number of courses executed	RC/RC NSs use the IFRC HD Manual as a tool	Throughout 2013	Included in General Administration Cost (see Annex 1)

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and TB					
[Output 5.2] – Strengthening partnership with WHO	<p>Invite WHO for 17th ERNA GM</p> <p>To cooperate with WHO for a specific action in specific country as expressed by NSs</p>	<p>N. of RCRC projects where WHO is partner</p> <p>N. of informational documents shared between WHO and ERNA on the field of HIV/TB</p>		Throughout 2013	WHO finances participation in the 17 th ERNA GM ?
[Outcome 6] – National Societies in countries in transition and developing countries improve their capabilities in being relevant stakeholders in the Region through common projects of European National Societies					EUR 13.000,00
[Output 6.1] – Focusing and sharing of best practices	To support financially the participation of some member NS at special events related to HIV, TB and other communicable diseases	N. of National Societies which participated in international conferences presenting best practices or in specific trainings	That member National Societies express their concrete needs, wishes and proposals for such study visits/trainings	Throughout 2013	EUR 3.000,00
[Output 6.2] – Raising skills in project implementation	To find possibilities for facilitating exchange/study visits among member National Societies, exchange of experiences from each other	<p>N. of exchange/study/cooperation visits done</p> <p>Report of the event results</p> <p>Report disseminated through</p>	<p>That there are sufficient funds</p> <p>IFRC will provide clear recommendation on outlook of such experience exchange</p>	Throughout 2013	EUR 10.000,00

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		ERNA website			
[Output 6.3] – Increase number of projects of HIV, AIDS and TB co-funded by EU funds or from other external donors	To use the expertise of IFRC Europe Zone and expert National Societies in preparing projects proposals to external donors. To use the Villa Maraini experts and the IFRC Partnership on Substance Abuse as a reference tool for harm reduction projects	N. of projects prepared to external donors	That National Societies have well trained staff and funds coming from project proposals accepted by external donors	Throughout 2013	Included in General Administration Cost (see Annex 1)
[Outcome 7] – To promote the integration of HIV, AIDS, TB and other communicable diseases into other health programs					EUR 2.000,00
[Output 7.1] - Increase of awareness and best practices among RCRC NSs and Governmental Institutions	At the 17 th ERNA General Meeting invites Governmental Institutions of hosting NSs presenting HIV, AIDS and TB related activities done in collaboration with RCRC NSs and vice-versa	Meetings organized No. of presentations in which is explained the cooperation between Government and RC	That these experiences do exist and need to be shared. That the Governmental policy is open to specific thematic (HIV, TB, drug.)	Throughout 2013	EUR 2.000,00 Plus costs for supporting the participation at the GM are included in that budget.