



COBASYS

Minutes Mid Term Meeting, Windhoek 27-29 April 2011

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1) SUMMARY

The Mid Term Meeting was held in Windhoek, Namibia from the 27 to 29 of April 2011. The participants were 5 African and 4 European Partners and EATG (associated member), Community members of 3 target areas in the Caprivi Region were also present (HBC Volunteers and a representative of MoHSS). The implementation of the project activities was discussed and the scientific results from the focus group were presented. The final output was an agreement on a new actions list which was due to lack of capacity in pre-financing and delays in the activities of some partners. Therefore it was recommended that the network works at different speeds, so that the 'slower' partners do not delay those who have the capacity to implement their actions in time. The Mid Term meeting was extended by one day due to the need to hold a financial training.

A special acknowledgement goes to Prof. Mufune, Dr. Matengu and Ms. Shipale of UNAM that have organized the Mid Term meeting. UNIMORE wants to thank Dr. Shemeikka for her contribution and efforts in supporting the organization and managing and analyzing the training need questionnaires.

2) BACKGROUND

The grant contract established that every annual meeting is organized by a different partner. In February 2010 the Kick Off meeting of the CoBaSys project was held in Lilongwe, Malawi; while the second meeting was arranged by the University of Namibia, in cooperation with the University of Helsinki, Finland, under the responsibility of WP1 leader (UNIMORE) and held in Windhoek at Safari Hotel. Scientific and management aspects of the project were discussed in the Steering and Scientific Committee.

3) APRIL 27, 2011 - FIRST DAY -

Session I: **Opening of the meeting and adoption of the agenda**

The Community Based System in HIV Treatment (CoBaSys) Mid-term Meeting was held in Windhoek on 27-29 April 2011 with Dr. Kenneth Matengu and prof. Pempelani Mufune (University of Namibia) as Chairs. The list of participants can be found in Appendix I. The agenda and references to the power point presentations and pictures are in Appendix II.

Session II - III: **Presentation of PRA results and discussion**

The coordinator of the project Dr. Giovanni Guaraldi (UNIMORE) introduced the first year activities. The presentation was based on the narrative report and the implementation of the activities of each WP was examined. The discussion focused mainly on Focus Group

Development (FGD): Dr. Guaraldi examined each partner's deliverables. It was highlighted that the African partners have experienced difficulties, which have caused a delay in the implementation of the FGs, were mainly related to: bureaucratic obstacles in obtaining the research permits, impossibility to access funds to organize the FG, shortage of time of the selected Community Members, unsafe environment due to political violence (demonstrations, strikes,...) in the target areas and, interference with electoral campaigns. Dr Guaraldi concluded that, the fact that 13 over 21 PRA were realized was due both to a delay in the start up of the project, and to the difficulties of accessing funds to organizing the PRA.

The WP2 leader, Dr. Fortunate Machingura (TARSC) examined the PAR (Participatory Action Research) protocol and highlighted its importance in empowering the CBO and building strategic partnerships for networking. She focused on Kariba and Goromonzi PRA results and provided a list of all key stakeholders that have been contacted. With regards to the factors that block access to ARV and the recommendations made by the community, please make reference to the PRA Reports available on the CoBaSys web site.

With respect to the PRA protocol, some difficulties in its application have been experienced by the partners: Dr. Chiwaula (UNIMA) argued that the Protocol has too many tools that repeat the same question; Dr. Gune (UEM) stressed that due to the high illiteracy rate of the community members, some of the activities described in the protocol (such as "the market place", where is requested that the participants write some comments to each one of the questions stated in each flip charts), are hard or even impossible to realize. The need to pay attention to the translation to local languages and from local languages to English has been discussed.

In conclusion it was agreed that the Protocol has not to be considered "time consuming", on the contrary, "it consumes time" as every good research requires. Results and recommendations for the target areas involved have been listed both by Dr. T. Seleke (UoB) and Prof. P. Mufune (UNAM) in their presentations.

Dr. M. Zamponi (UNIBO) and Prof. S. Bracking (UoM) wrapped up the discussion of the day with respect to the research questions raised by the focus group reports:

- 1) The role of the traditional healers
- 2) Poverty and HIV. Microcredit is not an useful tool for people living with HIV. Does social protection work?
- 3) The role of donors and the effect of the diminishing of HIV-AIDS funding

The discussion that followed was rather heated and many of the issues emerging from the experience of the FGs were debated. The chair invited the participants to limit the length of their interventions as the discussion overrun the time reserved by the agenda.

Session IV: Training needs assessment and EATG experience

6. The results of the questionnaires on training needs, (completed by 20 researchers of CoBaSys network), was presented by Dr. R. Shemeikka (UH). Aim of the training needs assessment was to help designing the training sessions based on needs and interests of the researchers involved in the implementation of the project. To have a detailed analysis of the results please see the presentation in Annex III. During the discussion the EATG representative (EATG is the partner responsible, jointly with UNIMORE, to organizing the

Brussels Training Needs Assessment Inter-regional meeting) informed that most of their trainers have an expertise on Project Management; moreover they will try to invite some members of the European Office involved in HIV/AIDS programs. Dr. Giovanni Guaraldi informed the partners that the budget for this activity is limited and that, due to high costs of per diem in Brussels, the Training shall last 2 days maximum.

7. Dr A.L. Cardoso presented more in details the activities of EATG, an NGO that was funded 1992, and that is mainly organized around 3 fields of activities:

A) Policy and advocacy

B) Science, Research and Development

C) Capacity Building: training and treatment information

The Community involvement is the core strategy of EATG, as it is shown in the catch phrase: "Nothing about us without us". The EATG network is structured in different platforms and their advocacy capacity and strategy raised a lot of interest among CoBaSys partners that were enthusiastic and willing to share their experiences.

APRIL 28, 2011 - SECOND DAY -

Session I: Redefinition of Action to date and Way forward WP2-3

The Project Coordinator Dr. G. Guaraldi remarked the problems linked to the delay in the implementation of the activities with respect to the Gantt Chart. Due to the difficulties that were previously discussed, and to a delay in the starting of the project, WP2 activities have been delayed of about 3 months and this affected each of the other WPs, in particular WP3. Therefore it was argued that in the future the WPs have to be implemented in parallel and that the network members shall proceed with different speeds so that the partners with more resources can positively contribute to speed up the implementation of the project, from which all the members will benefit.

Each WP was analyzed and a specific list of activities was suggested to the WP leader. In particular it was suggested to organize the restitution of the PRA reports to the community and to organize a regular communication strategy with key stakeholders (the communities involved in the focus group activities, NGOs, Health Clinics, etc). As one of the main difficulties described by the University partners was related to the logistics, it was agreed that the awareness campaign planned for WP3 could be subcontracted to external NGOs that are already working in the area on this topic. REACH TRUST, WP3 leader, has to prepare by the end of June the guidelines to define a participative model of community involvement in the preparation and realization of the awareness campaign.

Session II: Redefinition Action to date and Way forward WP4 - 5 - 6 - 7

With regards to WP4 (Setting up a stakeholder fora), it was recommended that the WP leader, UEM, maps the stakeholders that are already working in a network on HIV/AIDS advocacy at national level, contacts and interviews them where possible, and encourages an active participation to the national discussion on HIV/AIDS. The final document will have to collect the policies recommendations from each partner.

In order to build up a cooperative EU-Africa network an inter-regional network of stakeholders has to be organized both in Africa and in Europe. EATG will support UNIMORE in the organization of the inter-regional meeting and training session on fundraising that will be held in Brussels and will encourage the participation of other members of African-EU fora, key stakeholders and EU health policy experts and policy makers. The other two inter-regional meeting will be organized (most probably) in Botswana and in Mozambique and not in Zimbabwe, as in 2012 it will be not safe travel to Harare, due to the likely political instability that will be caused by the electoral campaigns.

It was recommended that University of Namibia, WP 5 leader, proposes possible dates for the inter-regional meetings in collaboration with the Partner in charge of the organization and identifies some already existing relevant Inter-regional fora (both at Southern African and Africa-Eu level). Prof. A. Pallotti informed that it might be possible to involve SADC in this process.

Possible dates proposed for the realization of the Inter-regional fora are January-March-April 2012. Online discussion will also guarantee that the discussion will be taken forward and that an increased number of people might participate to the fora.

Regarding Monitoring and Quality Control (WP6) it was suggested that UoM produces intermediate indicators so to have a more detailed analysis of the activities' results. It was reminded to UoM that they have to produce a monitoring report every 6 months and that up to now the 6 reports completed lack of homogeneity. A main problem was identified in the lack of effective communication, as it is not clear how the Partner in charge of the monitoring gets the information on the status of the activities and how the evaluation is shared with the partners and the coordinator.

University of Bologna that is in charge of the dissemination (WP7) was requested by the coordinator to strengthen his role of supervising the web site updates and the realization of the banners, to continue publishing the newsletter and to have the Dissemination Plan approved by the partners.

Fortunate Machingura (TARSC) very briefly presented a specific commitment list for each African partner and took the responsibility to complete the final report on the focus group development by the end of July 2011.

Ireen Namakhoma (REACH TRUST) defined an action plan for the development of a Model for Community Based Care System that should be build upon the lessons learned from the PRA Focus Groups, the meetings and the sharing of best practices with key stakeholders. The presentation defined in detail the preparation and structure of the Agenda of the National Roundtables that will focus on the issues emerging from the PRA reports. For this reason, community leaders as well as key local and national stakeholders will be involved. It was also specified that the awareness campaign will be implemented in the district of the target areas identified, thus representing an opportunity to continuing engaging the communities that participated to the PRA research and making them feel the real owners of this activities. Mrs Namakhoma presented some examples of awareness campaign strategies defining aims, target, methodology and indicators of the campaign that each partners will have to organize.

Emidio Gune (UEM) defined the activities related to the setting up of National Stakeholders' Fora that will aim at (1) promoting a dialogue on research needs; (2) sharing existing experience on HIV at community level; (3) establishing inter-sectoral and multidisciplinary linkages (health, agriculture, infrastructure,...) to define a common strategy to face the barriers to ARV treatment. It was recommended to identify fora that are already working on

these issues in order to optimize the existing resources and to promote the sustainability of the discussion.

Kenneth Matengu (UNAM) explains the objectives, the activities and the deliverables related to the creation of a Cooperative EU-Africa network. It has been agreed that the stakeholders that will be invited in the inter-regional meetings will be the representatives of regional institutions and organizations and national stakeholders, as in the budget there is no possibility to pay flights and per diem for external participants. Regarding the training and Fundraising of the inter-regional meeting that will be organized by UNIMORE and EATG in Brussels it was asked if it is possible to organize it in Africa to reduce the costs and have an increased number of participants. The coordinator replied that the meeting in Brussels is also an opportunity both to visit EU Institutions and to discuss and advocate for some changes in HIV/AIDS EU-Africa inter-regional policies.

Due to the delay in the Agenda the two missing presentation were postponed in Session III as stakeholders that were invited to participate to the national roundtables were starting to arrive. It was also decided that the presentations on the WP6-7 were postponed in the Session IV and the Wrap-Up and to do list on the following morning (Day 3, Session I).

Session III: Roundtable Discussion: An overview on Community Based System in HIV treatment in Namibia

National Roundtables (see minutes produced by UNAM and UH)

Session IV: Wrap up and To do list (postponed to the Day 3 morning session) Continues: Redefinition Action to date and Way forward WP4 - 5 - 6 - 7

Prof. Sarah Bracking (UoM) presented the way forward to a monitoring and evaluation strategy. Bureaucratic, administrative and financial issues are challenges that do not have to diminish the relevance of the scientific results reached. The OVI have been identified according to the Grant Contract. The monitoring and evaluation document was weak in terms of time bound dimension.

UoM commits to collaborate with TARSC in the peer review of the PRA reports and in the final editing of the WP2 final document. Prof. Bracking proposed a “traffic light” review of the OVI’s identified and stressed the challenges and the progresses needed to fulfill the OVI. Some partners complained that the monitoring reports realized after the field visits of the UoM researchers had not been shared with the involved partner.

Prof. Arrigo Pallotti presented the dissemination strategy of CoBaSys project. It was stressed that UNIBO has no funds for dissemination activities as all the activities are included in the budget of the African partners. In order to strengthen the dissemination of the CoBaSys results, UNIBO is preparing the third issue of newsletter as well as organizing some panels in International conferences (ECAS conference in Uppsala, June 2011; and EADI in York, September 2011). UNIBO is also trying to organize a conference in Forlì on December 1st 2011 on “Fighting against HIV/AIDS. The role of local communities”.

Giovanni Guaraldi also informed the participants that he will present a panel to the IAS conference in Rome (July 2011) and to the CUCS conference in Padova (September 2011).

A long discussion on Intellectual property rights followed, an issue emerged in the discussion on WP4. Dr. Giovanni Guaraldi stated that this issue is part of the CA signed by each

partners. A special commission composed by Prof. Pallotti, Dr. Zamponi, Prof. Bracking, Prof. Sharma, Drs. Shemeikka, was created to produce a Publication plan with intellectual property rules.

APRIL 29, 2011 - THIRD DAY -

Session I: Wrap up and to do list

The coordinator Dr. Giovanni Guaraldi presented the to do list for the following period. The Gantt chart was updated and WP 2-3-4-5 duration was extended of 3 months each. The following discussion focused on the issues raised by some partners that stressed the difficulties in pre-financing the activities, which leads to the impossibility to implement the project. It was explained that the rules that guide the next transfer installments are those established in the Consortium Agreement, and that the beneficiary UNIMORE is waiting for the ACP to approve the interim and financial report for the second year and to receive the second EDF installment transfer. The coordinator proposed to write a letter resuming the commitments that all the partners have to respect for the following months in order to speed up the project implementation, and to avoid further discussion on financial issues while improving the communication and networking.

Session II: Financial Training and presentation of the Financial Auditing MGA's document.

Francesco Guaraldi (UNIMORE) presented the MGA's auditing report, reviewing each Partner financial report. CoBaSys is suffering from a delay in the activity mostly caused by a delay in the preparation of the proper financial documents. This severely affects the possibility to receive the next installments and to finance new activities. As most of the partners were worried about the costs that were not consider eligible by the auditor, it was organized a special training to make the participants aware about the financial reporting.

Voice Mhone (UNAM), who had produced an excellent financial report for UNAM, focused on the Human Resources budget item, and explained all the documents that have to be produced (timesheets, certification of Working Hours, Working contracts, payrolls, salary statements, details of remuneration) and how to calculate the percentage of working time. She also reminded the participants that the per diem are granted as lump sum and that the depreciation rules do not have to be applied to the few Equipment (PCs, Printers,..) that are included in CoBaSys budget.

Zviki Mlambo (TARSC) stressed the importance to check the appropriateness of all the documents before sending them to the coordinator. The document checklist was discussed, as well as the procurements and subcontracting procedures.

CONCLUSION

The time left for final considerations was very short as many of the participants had their flight back in the early afternoon. Dr. Zamponi and Prof. Sharma made the final comments and acknowledgements. Each one of the participants recognized that the meeting had been very useful to clarify the CoBaSys challenges and define the next steps. Dr. Guaraldi thanked UNAM for all their efforts in organizing the meeting and the national roundtable.

ANNEX

I. List of participants

N.	Short Organization Name	NAME	SURNAME
1	TARSC	Zviki	Mlambo
2	TARSC	Fortunate	Machingura
3	UNIMORE	Giovanni	Guaraldi
4	UNIMORE	Francesco	Guaraldi
5	EATG	Ana Lucia	Cardoso
6	UNIBO	Mario	Zamponi
7	UNIBO	Arrigo	Pallotti
8	REACH	Ireen	Namakhoma
9	REACH	Kingsley	Rex Chikaphupha
10	UoH	Veijo	Notkola
11	UoH	Riikka	Shemeikka
12	UoM	Sarah	Bracking
13	UoB	Kenneth	Sharma
14	UoB	Thabo	Seleke
15	UEM	Alexandre	Mate
16	UEM	Emidio	Gune
17	UNIMA	Levison	Chiwaula
17	UNAM	Mufune	Pompleani
18	UNAM	Matengu	Kenneth
19	UNAM	Joyce	Shipale
20	MOHSS	Mwilima	Agnes
21	MOHSS	Mbuche	Joseph
22	HBC Volunteers	Manepelo	Malicious
23	HBC Volunteers	Mululu	Eugen
24	HBC Volunteers	Mufuta	John

II AGENDA

CoBaSys Mid-Term Meeting Agenda

Community based system in HIV treatment

ACP GRANT CONTRACT N° FED/2009/217058



Location: Safari Hotel and Court (Namibia)

(<http://www.safarihotelsnamibia.com/>)

Venue at: Corner of Auas and Aviation Street

Hosting Organisation: University of Namibia (Prof. P. Mufune and Dr. K. Matengu)

April 27, 2011		
Day 1: Co-BaSys Mid Term Meeting		
Hours	Activity	Speaker
8:00 – 10:20	Session 1	Chairman: K Matengu (UNAM)
8:00 – 8:15	Registration	
8:15 – 9:00	Welcome and Introductions Welcoming remarks Presentation of host organisation Programme overview	 Prof. Osmund Mwandemele: PRO Vice Chancellor: Academic Affairs and Research (UNAM - Namibia) Dr. K. Matengu (UNAM - Namibia), Country Project Leader

		Prof. P Mufune (UNAM - Namibia), Project Senior Researcher
9:00 – 9:30	Presentation of the first year CoBaSys narrative report	Prof. G. Guaraldi (UNIMORE – Italy), Project Coordinator
9:30 – 10:00	Participants introduction (tour de table)	2 min per each delegate
10:00 – 10:20	<i>Tea / Coffee Break</i>	
April 27, 2011		
Day 1: Co-BaSys Mid Term Meeting		
10:20 – 13:00	Session II	Chairman: P. Mufune (UNAM)
	Presentation PRA results and discussion	
10:20 – 11:50	Zimbabwe (Kariba, Goromonzi, Tsolotsho)	F. Machingura, WP2 Leader (TARSC – Zimbabwe)
11:50 – 12:20	Malawi (Chiwamba, Nkhata-Bay, Mchinji)	I. Namakhoma and R. Chikaphupha, WP 3 Leader (REACH TRUST - Malawi)
12:20 – 12:50	Malawi (Nsondole, Mulanje, Chikwawa)	L. Chiwaula, full partner, (UNIMA– Malawi)
13:00 – 14:00	<i>Lunch</i>	
April 27, 2011		
Day 1: Co-BaSys Mid Term Meeting		
14:00 – 17:00	Session III	Chairman: M. Zamponi (UNIBO)
14:00 – 14:30	Mozambique (Manhiça, Marracuene, Moamba)	A.Mate and E.Gune, WP 4 Leader (UEM –Mozambique)
14:30 –	Tanzania (Bagamoyo, Usokami,...)	will be referred by WP 2 Leader

15:00		F. Machingura (TARSC)
15:00 – 15:30	Botswana (Old Naledi, Letlhakeng,...)	K.Sharma and T.Seleke, Full Partner (UoB - Botwana)
15:30 – 16:00	Namibia (Katima Mulilo, Mavuluma, Kasheshe, Kongola Cheto)	P. Mufune and K. Matengu, WP 5 Leader (UNAM – Namibia)
16:00 – 16.30	Wrap up Focus Group Report and Research Question discussion	S. Braking (UoM - UK) and M. Zamponi (UNIBO - Italy)
16:30 – 16:45	<i>Tea / Coffee Break</i>	

April 27, 2011

Day 1: Co-BaSys Mid Term Meeting

16:45 – 18:30	Session IV	Chairman: K. Matengu (UNAM)
16:45 – 17:00	Group Photo	
17:00-17:30	Discussion on the training need questionnaire and planning on training assessment	R. Shemeikka (UH - Finland)
17:30-18:00	Networking and capacity building, EATG experience in developing community based approaches and community involvement	A. L. Cardoso (EATG - Belgium)
18:00 – 18:30	Questions and Answers	G. Guaraldi (UNIMORE - Italy)

April 28, 2011

Day 2: Co-BaSys Mid Term Meeting

Hours	Activity	Speaker
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8:00 – 10:20	Session I	Chairman: Veijo Notkola (UH)
8:00 – 8:30	Redefinition WPs' action to date	G. Guaraldi, WP 1 Leader (UNIMORE – Italy)
8:30 – 9:00	How to complete WP 2 activities? Refining action to date	F. Machingura, WP2 Leader (TARSC – Zimbabwe)
9:00 – 10:00	WP3 and action plan A guideline for planning National Round Table and Awareness Campaign	I. Namakhoma and R. Chikaphupha, WP 3 Leader (REACH TRUST – Malawi)
10:00 – 10:20	<i>Tea / Coffee Break</i>	
April 28, 2011		
Day 2: Co-BaSys Mid Term Meeting		
10:20 – 13:00	Session II	Chairman: F. Machingura (TARSC)
10:20 – 10:50	Way forward for WP4	A. Mate and E. Gune, WP 4 Leader (UEM – Mozambique)
10:50 – 11:20	Way forward for WP5	P. Mufune and K. Matnegu, WP 5 Leader (UNAM – Namibia)
11:20 – 11:50	Evaluation and Monitoring Plan Y2 (OVIs,..) Collection of Focus Groups Recoding Report	S. Bracking, WP 6 Leader (UoM – UK)
11:50 – 12:20	Dissemination strategy of the Focus Group Reports and Dissemination Plan Y2-3.	M. Zamponi and A. Pallotti, WP 7 Leader (UNIBO – Italy)
12:20 – 13:00	Questions and Answers	
13:00 – 14:00	<i>Lunch</i>	
April 28, 2011		
Day 2: Mid Term Meeting		
14:00 -17:30	Session III	Chairman: P.Mufune (UNAM)
14:00 – 17:30	ROUNDTABLE: A debate on	Chairman: P.Mufune (UNAM)

	Community Based Approach in HIV treatment in Namibia	
14.00 – 14.15	Registration	
14.15 – 14.30	Introduction	K. Matengu (UNAM)
14.30 – 15.00	Tour de Table	
15.00 – 15.30	CHBC and OVC challenges and best experience from Caprivi Region	Ms. Agnes Mwilima, Mr. Joseph Mbucho, Mr. John Mafuta, Mr. Eugene Muluku, Mr. Marius Manepelo
15.30- 15.50	The experience of local programmes Comprehensive health care system and the challenge of decentralization of service provisions	Dr. Justice Gweshe, Directorate of Special Programs, Ministry of Health and Social Services
15.50 – 16.20	ART dependency and sustainability	Mrs. Dorkas Kapembe-Haiduwa, Namibian Red Cross Society, and Dr. Eric Sidile & Mrs. Emi Hango, Catholic Health Services HIV/AIDS Program
16.20 – 16.40	Definition of a Community Based Model	I. Namakhoma (REACH TRUST) WP 3 Leader
16.40 – 17.30	OPEN DISCUSSION	
17:30 – 17:50	<i>Tea / Coffee Break</i>	

17:50 – 18:30	Session IV	
17:45 – 18:30	Wrap-up and to do list	G. Guaraldi (UNIMORE - Italy)
20:00	Social Dinner (informal discussion and networking)	

<p style="text-align: center;">April 29, 2011</p> <p style="text-align: center;">Day 3: Co-BaSys Mid Term Meeting</p>		
Hours	Activity	Speaker
8:00 – 10:20	Session I	Facilitator: S. Bracking (UoM)
8:00 – 8:30	Presentation of the first year Financial report	G. Guaraldi and F. Guaraldi (UNIMORE - Italy)
8:30 – 9:30	Training on Financial report. University of Namibia Experiences	J. Shipale (UNAM - Namibia)
9:30 – 10:30	Tutorial and Exercises	Z. Mlambo (TARSC - Zimbabwe)
10:30 – 10:50	<i>Tea / Coffee Break</i>	
10:50 – 13:00	Session II	Facilitator: A. Pallotti (UNIBO)
11:20 – 12:20	Discussion on forecasted budget year 2,3	F. Guaraldi (UNIMORE - Italy)
12:20 – 13:00	Questions and Answers	
13:00 – 14:00	<i>Lunch</i>	
14:00 – 19:00	Departure and free time	
14:00 – 19:00	Rural side visits (Okapuka Game Ranch)	

III. WEB REFERENCE

All the power point presentation and pictures are available on CoBaSys web site dissemination page.