

MINUTES OF SOUTHERN AFRICA CRP MEETING

Airport Game Lodge, Johannesburg, RSA

16 June 2006

TABLE OF CONTENTS

1. Brief résumés of participants.....	2
2. Coordinator's report.....	3
3. Funding issues.....	4
3.1 Report from the Tides Foundation.....	4
3.2 Fundraising report from the ISG.....	5
3.3 Funding for the regional workshop.....	5
4. Workshop logistics.....	6
4.1 Workshop venue.....	6
4.2 Workshop objectives.....	7
4.3 Selection of participants.....	7
4.3.1 Identified networks.....	8
4.3.2 Identified groups.....	8
4.4 Participant selection.....	9
4.5 Workshop program.....	11
4.6 Other workshop issues.....	14
4.7 Workshop materials.....	14
4.8 Workshop committee.....	14
5. AOB.....	15
6. Meeting agenda.....	16

Present:

1. Delme Cupido
2. Martha Tholanah
3. Gcebile Ndlovu
4. Kate Musimwa
5. Tapiwanashe Kujinga
6. Michelle Coffey

Apologies:

Venancio Simao – could not attend due to visa problems
Idah Mukuka, Irene Ccosa and Francina Nyirenda – engaged on organisational business.

Mokhotu Makhalanyane – missed his flight to Johannesburg

1. Brief résumés of participants

- Delme Cupido

CRP member for Namibia. He has been involved with the Collaborative Fund in Southern Africa since inception. Works for Aids Law Unit in Namibia, and is also a member of the PATAM Steering Group.

- Martha Tholanah

CRP member for Zimbabwe. She works for the Gays And Lesbians Zimbabwe as the Program Manager for Health. Has been active on HIV/AIDS treatment activism in Zimbabwe. She is a member of ICW and is openly HIV+. Martha also sits on the International Community Advisory Board (CAB) of some NIH-funded trials in Zimbabwe.

- Gcebile Ndlovu

CRP member for Swaziland. She is the ICW Coordinator for the International Community of Women Living with HIV/AIDS (ICW).

- Kate Musimwa

CRP member for Zambia. She works for Africare in a prevention project.

- Michelle Coffey

Works for the Tides Foundation and has been there for 6 years. She has been working on the Collaborative Fund since the first activities in Russia and the Caribbean. For the last 1½ years she has been involved in the Southern African region, and is now working with the Women and Children project.

- Tapiwanashe Kujinga

Coordinator of the Collaborative Fund in Southern Africa.

2. Coordinators report

- Tapiwa reported on the challenges that he had initially faced in securing an office and getting phone and fax lines. Initially he had been supposed to be housed at FACT but things did not work out, so he had to secure an office of his own. The funds were still being handled by FACT though.
- FACT had agreed to charge an administration fee of 6% compared to the rate of 15% that SAfAIDS was charging.
- All the grants had now been disbursed, although there had been some hitches with the final grants that had been sent out. For instance, the funds for Living in Hope in Zambia had been wired to the wrong bank, and it took some time to get them directed to the correct bank.
- Some of the grantee reports were past due. Michelle distributed a copy of the list showing the dates when the progress and final reports fell due.
- Tapiwa is following up on the grantees to get the progress reports that have fallen due, as these will be needed during the workshop. The need for CRP members to follow up on grantees vis-à-vis reports was also stressed.
- Preparations for the Southern Africa Collaborative Fund workshop scheduled for Maseru, Lesotho, were on course. Tapiwa reported that the conference venue had been booked at Mmelesi Lodge, and he had been working with Mokhotu and his staff at ADRA on the logistics.
- Tapiwa, however, noted that there had been challenges in communicating with Lesotho.
- There were numerous applications that had come in for the workshop via e-mail, fax and surface mail, and most of these came in just before the deadline of the 10th June. Some 79 applications

from Lesotho that had been directed to the ICW office in Mbabane were handed over during the course of the meeting.

3. Funding issues

3.1 Report from Tides Foundation

- Michelle reported that the Collaborative Fund as a whole was going through some funding challenges. The issue has been discussed on the ITPC list serve; all the relevant staff at the Tides Foundation is working hard on fundraising. The majority of the funds for 2006 should be in, but they were not in place. Funds being used in 2006 were actually left over from last year's activities. For instance, there was US\$17 000 remaining from the 2005 grant cycle that the CRP had decided during the last conference call to allocate to some organisations in Zambia affected by the strengthening kwacha. Since that time, the funders told Tides that there was no money available for the Collaborative Fund, and Michelle had recommended that these funds be used for the workshop.
- There was only US\$80 000 available for the June 16 meeting, the regional workshop and regional coordinator's salary. Average workshop costs around US\$120 000 and organising one for less than that was a challenge. The biggest blow was the WHO, which had agreed to give US\$1million to the Collaborative Fund, but the funds had not yet been received. This was partly due to leadership changes within the organisation. Rockefeller has also pulled out as the funding of US\$750 000 was a one-off grant. Some of the funds currently available were coming from small funders like the Open Society and the Ford Foundation.
- Tides decided to move forward with the Southern Africa regional workshop since it was a good opportunity to move forward in the activities of the Collaborative Fund, and for people in the region to collaborate.
- David Barr is organising a session at the International AIDS Conference in Toronto, so it was important that the CRP provides him with evidence of implementation on the ground for the story of the Collaborative Fund to be told to potential donors. It was also important that the regional workshop brings out the activities of the 2005 grantees.

3.2 Fundraising report from the ISG

Tapiwa reported that the International Steering Group of the International Treatment Preparedness Coalition (ITPC) had a conference call where funding issues for the Collaborative Fund had been discussed. Several funding options were discussed, among them WHO Regional, PEPFAR and the Global Fund. Tapiwa said that he had no reservations on sourcing for funding from PEPFAR provided no conditions were imposed that would result in the Collaborative Fund losing its independence. He added that the ISG also engaged in fundraising for the Collaborative Fund.

The CRP expressed reservations on PEPFAR and noted that restrictions were always placed on reproductive rights, MSM, advocacy and lobbying. Delme added that the ruling by the New York court on the anti-prostitution pledge was based on the USA constitution, and did not apply to other countries.

3.3 Funding for the regional workshop

- Michelle reported that the funding for June 16 meeting has already been received by FACT, and the funding for the workshop would be transferred later. The Coordinator's salary for the next 3 months has also been transferred.
- The workshop budget had been circulated to the CRP members and was analysed. The June 16 meeting had a budget of around US\$10 000, and there was US\$65 000 remaining for the workshop.
- Kate suggested moving funds from Tides straight to the workshop to avoid administration costs. Tides cannot do that since it has to send funds directly to an NGO.
- The CRP recommended that per diems be reduced to US\$10 per day. It was also suggested that the proposed reception be forfeited for the dinner.
- Tapiwa suggested Internet flight booking. Kate felt that it would mean lots of work and would call for high levels of efficiency etc. Michelle queried on what happens if people miss flights and need some changes etc.
- The need for a strong relationship between the CRP and coordinator in organising the workshop was stressed. Michelle suggests that CRP should engage Tapiwa on shaving some costs off the workshop budget.

4. Workshop logistics

4.1 Workshop venue

- The CRP reviewed the potential workshop venues in Lesotho, and none of the venues was found to be very suitable. Mmelesi Lodge had adequate accommodation, but had a small dining room, which would be a challenge if the participants had to have their meals quickly before returning to the next session. Blue Mountain Inn was found to be too far from the airport, and Victoria Hotel was too close to the city centre, which would pose a challenge in retaining participants.
- Mokhotu was reported to have missed his flight to the meeting, and the CRP wanted to find out further information from him as the workshop was scheduled to be held in his country. He had not been answering his cellphone early in the day, but Kate managed to speak to him during the course of the meeting. She reported that he was not coming for the meeting, and he had also raised issues of the funding for the workshop. Tapiwa said that the decision on the workshop funds was for the CRP to make.
- The CRP noted that, without Mokhotu in the meeting, it would be impossible for Lesotho to be the workshop venue, and that it was imperative that another venue be chosen. Since Swaziland has always been the alternative venue, the CRP accepted that it be the workshop venue.
- Michelle felt that if Swaziland was going to host the workshop, there was need to communicate with Mokhotu on why the venue has been changed.
- Tapiwa and Gcebile to decide on how the workshop funds are going to be managed.

4.2 Workshop objectives

The workshop objectives agreed to at the last CRP meeting on the 21st and 22nd January 2006 in Johannesburg, South Africa, were reaffirmed. These were:

1. To revive activism for treatment access in Southern Africa
 - Some continuation of activities from the 2004 PATAM workshop in Harare.
 - Report back from country level following the 2004 meeting. These reports must be specific and focused. Guidelines for these presentations should therefore be developed.
 - Build stronger relationships with key regional networks. And in order to do this; find out who they are, invite them.
 - There must be just one campaign to be taken up by participants after the meeting. This should preferably be an issue that is regional by nature and can easily be won in the short term. This is critical in building interest, trust and future potential for the movement.
2. Treatment Preparedness Training
 - Use as a template for the workshop structure perhaps the SAFAIDS toolkit.
3. Discussion on PATAM structure, governance, grantmaking, and relationship to regional CRPs.

4.3 Selection of participants

Identified categories of participants were:

- All the 2005 grantees
 - Regional and local networks
 - Facilitators
 - Key regional stakeholders
 - Active CRP representatives
 - Grassroots leaders
 - Youth representatives
 - Country representation
 - MTCT recipients
- Grassroots leaders would be either grantees or people working in those organisations, and key stakeholders are organisations like ICW, SANASO etc.
 - It was suggested that there be a fixed number of participants per country.
 - It was also suggested that it be mandatory for grantees to attend, and then the other participants be selected. Gcebile is concerned about the 4 countries where there were no grants.

Michelle feels that the grantees should be engaged so that they continue operating beyond the exhaustion of the Collaborative Fund funds. This would allow the CRP members to continue giving technical support to the grantees.

Identified networks:

- PATAM
- ARASA
- ZNNP+ (Zimbabwe)
- NAPWA (RSA)
- MATRAM (Mozambique)
- NZP+ (Zambia)
- SWANEPHA (Swaziland)
- LENEPWHA (Lesotho)
- ICW
- ZAHA (Zimbabwe)
- GALZ
- CRP
- WASN (Zimbabwe)
- CIRDZ (Zambia)
- NAP+

In order to maximise on representation, it was agreed that participants could wear more than one hat at the workshop. For instance, Delme represents PATAM and ARASA.

Identified groups:

- Youth
- Muslims
- Rural areas
- Women & girls
- Workplace
- Support groups

4.4 Participant selection

The following participants were selected for the workshop in line with the agreed criteria:

Angola

Venancio Simao – CRP member
Mayele Joao Mayele – MIFRO (grantee, applied)
Catarina Saldanha – Rede Mulher

Botswana

Gontlafetse Maphane - Sunshine Support Group
BONELA

Lesotho

Mokhotu Makhalanyane – CRP member
Re Tla Hlola (several applicants, to choose one)
Phelisang Bophelong (several applicants, to choose one)
Leseli ka Bophelo (several applicants, to choose one)
Thetsane Youth Against AIDS (grantee, did not apply)

Malawi

Francina Nyirenda – CRP member
Victor Kamanga – MANET+
Malawi Youth in Development Activities (grantee, did not apply)
Helping Hand Youth Foundation (grantee, did not apply)
Caring for People Living With HIV/AIDS (grantee, did not apply)

Mozambique

Irene Ccosa – CRP member
Pedro Joao – Kubatsirana
Dinis Viegas Manuel – Olaka Association (grantee, applied)
Associacao Hilhulile Associacao Hilhulile (grantee, did not apply)
Associacao Para a Reducao De Pobreza Absoluta (ARPA) (grantee, did not apply)

Namibia

Delme Cupido – CRP member

Anita Ndalulilua Isaacs – YWCA
P.M. Mwiya – Tusano
Olukapa Home Based Care (grantee, did not apply)
Yelula organisation (to send in application, potential CRP member)
Simon’s Club for Youth Awareness (grantee, did not apply)

South Africa

Strydom Adnaan – Positive Muslims (grantee, applied)
Silungile Princess Mtambo – NAPWA
Anne Ntombela – Springs of Hope
Avhaathu Kennedy Sivhaga - Thoyahandou Victim Empowerment
Program
Buyisile Margaret Mdhlovu – Elim Care Group Project
Ingwavhuma Orphan Care (grantee, did not apply)

Swaziland

Gcebile Ndlovu
Ntombenhle Dube – SASO / ICW
Sonto A. Magagula – Membatsise Home based care
Nompilo H. Matsebula – NATICC (grantee, applied)

Zambia

Kate Musimwa – CRP member
Idah Mukuka – CRP member
CIRDZ (to nominate one rep)
Howard Steel Armistead – PATH
Ernest Kabulansando - Tikondane Home Based Foundation
Mildred Jibusha Mukala - M.B. Development Agency
Mwelwa CHABALA - Living in Hope Support Group
Rebecca Phiri Lusumpa - Chisomo Home Based Care
Musaniseke Support Group (grantee, did not apply)
Twikatane Support Group (grantee, did not apply)

Zimbabwe

Martha Tholanah – CRP member
Tapiwanashe Kujinga – Regional Coordinator
Ropafadzo Tarugarira – WASN (grantee, applied)
Samuel Matsikure – GALZ
Nyasha Madzingira – SFAIDS

Alexious Zindoga – NCDPZ
Jeffer Mxotshwa – Red Cross

Michelle pointed out the challenges with some of the countries that had not even submitted proposals. She added that there was no representative for the CRP from South Africa, and there had been no proposals from Botswana. There was a need to address some of those gaps. Nomfundo from Western Cape has agreed to get us a representative for the CRP from South Africa.

Tapiwa will work on the workshop budget and send it out to the CRP by Monday.

Michelle asked whether the proposed dates should be maintained or be changed? The CRP agreed to maintain the dates. Moving the dates forward would make it closer to the International AIDS Conference, and moving it backwards was logistically impossible.

4.5 Workshop program

The CRP drafted a workshop program based on the agreed workshop objectives. Gcebile was not agreeable to the idea of King Mswati delivering the keynote address, and the prime Minister was suggested instead. The CRP also felt that Steve Lewis should also be part of the opening ceremony.

The grantee presentations are to be done before the workshop and to be finalised the night before the 1st day. The CRP members are to engage the groups in their countries to get them to do the presentations. It will help to give a format on the presentation.

People need to think of how to keep participants engaged at the end of the day, and Michelle will come up with something.

Registration: 15 July 2006

Day 1, 16 July 2006: *Setting the Stage*

Plenary

Moderator:

Time	Subject	Speaker
0830 - 0845	Welcome and introductions	Gcebile Ndlovu
0845 - 1030	Keynote address and Official Opening	Steve Lewis Prime Minister CANGO
1030 - 1100	Tea	
1100 - 1200	Historical overview	Tides Foundation - Michelle CRP update – Tapiwa ISG update - Gregg
1200 - 1300	Discussion on the Collaborative Fund and its partners	

LUNCH

1400 -1420	Workshop objectives	CRP member
1420 - 1600	Report back from grantees by country	10 minutes per presentation
1600 -1730	Discussion and wrap-up (issues arising during presentations)	CRP member
	Networking – to think of activities to do at the end of each day	Michelle

Day 2, 17 July 2006: *Treatment literacy and advocacy*

17 July 2006

Time	Subject	Facilitator
0830 - 0900	Recap Common themes from country reports	CRP member
0900 - 1030	Group work and report back	
1030 - 1100	Tea	

1100 - 1300	Treatment one on one Treatment issues – Opportunistic infections, side effects, ART, adherence, literacy Q & A session	Gregg Gonsalves

LUNCH 1300 - 1400

1400-1530	Sexual and reproductive health Q & A session	GALZ Positive Promise Mthembu
1530 - 1600	SAfAIDS / WHO / Red Cross toolkit on treatment literacy	Nyasha Madzingira
1600 - 1630	Networking	
1630 - 1730	Advocacy strategies Case studies from grantees	BONELA Tapiwa to select 2 grantees
	Reception	

Day 3, 18 July 2006: *Organizational development and capacity building*

0830 - 0900	Recap of previous day	CRP member
0900 - 1100	Capacity – building and sustainability <ul style="list-style-type: none"> ✓ Corporate governance ✓ Financial management (budget, signatory issues, bank accounts) ✓ Programs ✓ M & E ✓ Fundraising (telling the story) ✓ Documentation of best practices 	Tendayi Kureya / Kate Musimwa
1030 - 1100	Tea	
1100 – 1200	Question and Answer session	Tendayi Kureya / Kate Musimwa
1200 - 1300	Summing up and closure of workshop	

4.6 Other workshop issues

- It was agreed that successful applicants to be allowed to bring in their organisational products, as well as income-generating stuff.
- Michelle suggests that if the SAfAIDS toolkit is on .pdf format, the CD can be brought to the workshop and copied. Tapiwa to action this.
- David Barr is to decide whether donors should be invited. The CRP to decide as well whether they would be wanted in the conference room during some discussions. Some donors like Steve Lewis and AJWS who have contributed to the Southern Africa Collaborative Fund activities could be asked to attend. In Swaziland, UNAIDS could be invited. Donors who were recommended in the event of the go-ahead were OSISA, Rockefeller, Ford Foundation Africa office, UNDP and WHO Afro. Tapiwa is to draft and sign the invitation letters to donors, the CRP to approve it beforehand.
- It was felt that there was need to engage donors during the workshop, and they need to know what has been done with their money. A session on the role of donors would also be necessary during the workshop.
- Tapiwa to choose session chairs later.

4.7 Workshop materials

The SAfAIDS/WHO/Red Cross toolkit and the report on 2005 grantees were felt to be adequate materials for the workshop. Delegates to get handouts of the presentations, and Tapiwa and Gcebile to handle that end.

4.8 Workshop committee

- It was agreed that the members present would constitute the workshop committee.
- At the end of each day during the workshop, the CRP will meet and then go over the day's events.

- Tapiwa to get back to the CRP with workshop timelines.

5. AOB

The CRP is to arrive a little early for a planning meeting, and that will be the 14th. All other delegates will be arriving on the 15th.

MEETING ENDED AT 1740 HOURS

Agenda for SADC CRP January 16 Meeting

Venue: Airport Game Lodge, Johannesburg, RSA

Friday 16th June 2006

0700-0815: Breakfast

Getting started

Objectives: General introductions and workshop participants' selection

Session Chair: Delme

Time	Item	Facilitator (s)
830 – 845	Welcome and introductions	<i>Delme</i>
845 - 900	Coordinator's report	<i>Tapiwa</i>
900 –1000	Selection of workshop participants	<i>All</i>

Tea: 1000-1020

Workshop program

Objectives: To come up with tentative program and speakers for Lesotho workshop

Session Chair: Kate

Time	Item	Responsible Person(s)
1020 –1130	Drafting workshop program and facilitators	<i>All</i>
1130 –1230	Identifying and reviewing potential workshop materials	<i>All CRP members</i>

Lunch: 1230-1330

Workshop preparations

Objectives: To lay the foundation for the preps for the Lesotho workshop

Session Chair: Gcebile

Time	Item	Responsible Person
1330 –1400	Report on current state of workshop preparations	<i>Tapiwa</i>
1400 –1430	Current status of funding for workshop and other CRP activities	<i>Michelle</i>
1430 –1440	Brief report on Lesotho as a workshop venue	<i>Mokhotu</i>
1440 – 1530	Discussion on workshop preparations	<i>All</i>

Tea: 1530-1600

Workshop preparation structures

Objectives: To set up structures for effective planning in the workshop preparation

Session Chair: Martha

<i>Time</i>	<i>Item</i>	<i>Responsible Person</i>
1600 –1620	Selection of workshop committee ¹	<i>All</i>
1620 –1700	Drafting terms of reference of workshop committee	<i>All</i>
1700-1800	Review of Meeting Decisions	<i>Ida</i>

[ENDS]

¹ The members of the committee should include CRP members as well as other people who can be instrumental in the organisation of the workshop