

To Whom It May Concern

7 April 2000

Re: Invitation to Participate in the Recruitment Process for Persons Experienced in AIDS Prevention, Care and Advocacy

Dear Sir/Madam,

I write to invite you and your colleagues who have experience working on AIDS prevention, care and advocacy to come to a briefing session on 13th May 2000. The purposes of the briefing session are to explain the concept of Community Planning Process, a major development in AIDS field in Hong Kong, and to identify three persons each on AIDS prevention, care and advocacy to sit in the Community Planning Committee.

The Community Planning Process (CPP) is a project that aims to enlarge community participation in the formulation of a list of prioritised activities to combat against HIV/AIDS in Hong Kong. The concept of CPP came about as the result of recommendations made by a group of external consultants who were commissioned by the Hong Kong Advisory Council on AIDS to review the HIV/AIDS situation in Hong Kong.

To ensure the outcome of the CPP will be well thought out, a Community Planning Committee (CPC) made up of people with various expertise will be formed in June 2000. The main objective of the CPC is to help mobilise various communities to come up with a list of prioritised activities on HIV/AIDS prevention and care in Hong Kong. The outcome of the CPP will be presented to various policy making and funding bodies including the Department of Health, Hong Kong Advisory Council on AIDS, and Council of AIDS Trust Fund. (Please refer to the attached information booklet for details of the CPC)

The contribution from people with experience on AIDS prevention, care and advocacy to the development of a prioritised list of activities on HIV/AIDS plan is essential. As they have direct experience working on HIV/AIDS issues, it is thus crucial to have their contributions toward the future plan on AIDS.

We are now in the process of recruiting three persons each have experience on three different areas i.e. AIDS prevention, care, and advocacy to become members of the CPC. People who fulfill any of

the specific criteria listed on the attached paper are welcome to the briefing session in the evening of 13th May 2000. The purposes of the briefing session will include:

- To explain the concept of the CPP;
- To elaborate the functions, composition, and roles and responsibilities of the CPC;
- To identify candidates to be members of the CPC;
- To elect members to the CPC.

The CPP is the first ever community based planning process happened in Hong Kong. We sincerely hope that you and your colleagues will join us and contribute your knowledge and experience to the process. If you are interested to know more and would like to nominate yourself or others who fulfill any of the listed criteria, please fill out the attached form and send it back to us before 21st April 2000. Should you have further questions, please do not hesitate to contact the secretariat of the CCP at 2897 8693, 2897 8660, or takyin@netvigator.com

Sincerely,

Takyin Ho
Project Coordinator
CPP Secretariat

Response Slip

Please circle the appropriate answer:

1. I (am/ am not) interested to attend the briefing session on 13th May 2000.
2. Although I will not attend the briefing session on 13th May, I have already passed the information to my friends/ colleagues, please follow up with her/ him. His/ her details is given below.

A. Information about myself:

Name: _____

Job Title: _____

Department: _____

Name of the Organisation that I am working in:

Contact Phone: _____ Fax: _____

Email: _____

Contact address: _____

B. Information about the person you recommend us to contact (should there be more than one person, please give us their contact details in another paper):

Name: _____

Contact phone: _____ Fax: _____

Email: _____

Contact address: _____

**** (Please fill out this response slip and the attached criteria form, and mail them back to the CPP secretariat before 21st April 2000. The CPP Secretariat, 17B, Block F, 3 Lok Man Road, Chai Wan, Hong Kong. Or Fax: 2897 6387.)**

s:e/ planning committee/ 000228 response slip

Recruitment Criteria & Process for
“Persons Experienced in AIDS Prevention, Care, Advocacy”

We are seeking to secure the participation of 3 individuals who have experience and knowledge in the areas of AIDS Prevention(1), AIDS Care (non-clinical)(1) and AIDS Advocacy(1). We wish these individuals to actively share their knowledge and experience to help formulate an AIDS plan that is accepted and supported by vulnerable communities and is based on principles of good science and good practice.

Below is a list of aspects of experience and knowledge in these areas, which could serve as a guide in identifying suitable candidates for the CPC. Whoever fit in the following criteria (any of the item listed) are qualified voters and candidates for this sector. Please put a tick in front of the items you feel you have experience/ knowledge on. At the same time, please fill out the attached response slip and send both forms back to the CPP secretariat before 21st April 2000.

A. Specific Membership Criteria for this Sector

A.1 AIDS Prevention

Experience:

- Experience working with at least one of the identified vulnerable groups
- Experience as a person who belongs to a vulnerable community and who has promoted safer sex practices within that community.
- Experience in community development work (preferably with one of the identified vulnerable groups)
- Frontline outreach experience (especially in public sex environments)
- Experience developing and producing AIDS and safer sex materials
- Experience in designing, delivering and evaluating interventions
- Experience promoting safer sex or safer drug use

Knowledge:

- In depth knowledge of the concerns of at least one of the vulnerable groups
- Knowledge of how HIV is transmitted and how to prevent transmission
- Knowledge of safer sex, and safer drug use
- Knowledge of public health approaches to disease prevention
- Knowledge of behaviour change theories
- Knowledge of theories of community development
- Knowledge of harm minimization approaches

A.2 AIDS Care

Experience:

- Firsthand experience caring for people with HIV/AIDS
- Experience as a caring member of the PHA community
- Experience in community development work (preferably with PHAs)
- Experience counselling, visiting, accompanying, supporting PHAs
- Experience in designing, implementing and evaluating support programmes for PHAs

Knowledge:

- Knowledge of AIDS treatment issues
- Knowledge of what it is like to live with HIV/AIDS
- Knowledge of what it is like to live with someone who is living with HIV/AIDS
- Knowledge of psycho-social aspects
- Knowledge of theories of community development

A.3 AIDS Advocacy

Experience:

- Track record of active involvement and campaigning for at least one of the vulnerable groups.
- Experience in co-ordinating advocacy campaigns
- Experience dealing with the media to draw attention to a cause
- Experience in political negotiations with the authorities
- Experience of active engagement in politics

Knowledge:

- Knowledge of AIDS politics
- Knowledge of local political culture
- Knowledge of local media
- Knowledge of AIDS NGOs and the Government AIDS structure.

B. Election Process for AIDS Prevention, AIDS Care and AIDS Advocacy

1. Invitation letters including a reply slip will be sent to all relevant people & bodies at the end of March and beginning of April;
2. People fit in the criteria and interested in the CPP/ CPC will fill in the reply slip and send it back to the CPP secretariat before 21 April;
3. Whoever interested in the CPP/ CPC will have to answer in the reply slip on what areas they have knowledge /experience;

4. Whoever fits in any of criteria listed, and have indicated his/her interest in the CPP/ CPC will be invited to a Briefing Session on 13 May 2000 (Sat). Those who want to nominate themselves/ be nominated by others are suggested to prepare themselves for an election process;
5. Briefing Session – the agenda will include:
 - Background of CPP;
 - Terms of Reference of the CPC;
 - Membership criteria for CPC (including the specific criteria for the sector “persons experienced in AIDS prevention, care, and advocacy”);
 - Nomination for candidates who run for election (self nomination/ nominating other people);
 - Candidates who run for election will be invited to share about their experiences/ knowledge on whatever sector they hope to stand for;
 - Election of the three representatives.