

To Whom It May Concern

7 April 2000

Re: Invitation to Participate in the Clinical Personnel Resource Pool for Community Planning on AIDS

Dear Sir/ Madam

I write to invite you and your colleagues to take part in the Clinical Personnel Resource Pool (CPRP) for the Community Planning Process (CPP) on AIDS prevention and care in Hong Kong. To allow us giving you more information about the concept of CPP and how you can help contribute to combat against HIV/AIDS, I would also like to invite you to attend our briefing session on 20th May 2000.

The Community Planning Process (CPP) is a project that aims to enlarge community participation in the formulation of a list of AIDS prevention and care priorities 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 is effective and evidence-based, a Community Planning Committee (CPC) made up of people with various expertise, including clinical personnels, 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 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 on the details of the CPC)

The contribution from the clinical personnel is essential for the development of an effective plan and activities on AIDS prevention and care. We therefore would like to invite you and your colleagues who have clinical experiences *in* HIV/AIDS, sexuality related discipline /sexual health, infectious disease, drugs withdrawal and treatment, paediatrics, hospice services, rehabilitation services; palliative care, psychiatric, haematology and TB participate in a CPRP. The roles of the CPRP are to help, when requests and needs arise, the CPC and various working groups to identify needs and intervention activities for HIV/AIDS prevention and care. In addition, two

representatives (one doctor and one nurse) will be identified from the CPRP to sit in the CPC. (Please see attached supplementary information sheet on the CPRP).

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 clinical experience for the planning of HIV/AIDS prevention and care in Hong Kong. If you or your colleagues are interested in this important endeavor, 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

Supplementary Information
Clinical Personnel Resource Pool for
Community Planning on AIDS Prevention and Care

What is the Clinical Personnel Resource Pool (CPRP)?

It is a pool of resource persons who are willing to contribute their knowledge and experience to help formulation of a list of prioritised activities on HIV/AIDS prevention and care. At the same time these resource persons will have clinical experiences related to our prioritised communities (such as people with sexuality transmitted disease, people with HIV/AIDS, intravenous drug users).

Who are we recruiting for the CPRP?

People who have clinical experiences on any of the following areas:

- HIV/AIDS;
- Sexual health, Sexuality related disciplines (e.g. family planning, urology, OB & GYN, STD);
- Infectious disease;
- Paediatrics;
- Hospice services;
- Rehabilitation services;
- Palliative care
- Drugs withdrawal and treatment;
- Psychiatric;
- Haematology;
- TB.

How will the CPRP operate?

People who are interested to join the CRPR are requested to fill out the attached response slip on which they will identify their areas of expertise. This information will be compiled into a database. With the permission of the CPRP, the database will be shared with various Working Groups and the Community Planning Committee. During the Community Planning Process and when needs arise, the CPC and various working groups may seek professional advice from the people listed in the CPRP. In addition, people who join the CRPR will be requested to one doctor and one nurse from the CRPR to sit in the Community Planning Committee. Details of the role and responsibilities of the CPC is written in the information booklet that attached in this letter.

When is the briefing session?

Time: 3:00 – 5:30pm

Date: 20th May 2000

Venue: To be confirmed later.

What are the objectives of the briefing session?

- To introduce the concept of CPP;
- To explain the composition, terms of reference, roles and responsibilities of the CPC;
- To discuss the formation of the Clinical Personnel Resource Pool;
- To discuss the election process for one doctor and one nurse to participate in the CPC.

Response Slip (please circle the appropriate response)

1. I (am/ not) interested to join the Clinical Personnel Resource Pool for the Community Planning Process.
2. I (am/ not) interested to join the Briefing Session on 20th May 2000.
3. Although I will not participate in the Community Planning Process, I recommend my friends/ colleagues to be involved in the process.

A. Information about myself:

Name: _____

Job Title: _____

Department: _____

Name of the Organisation that I am working in:

My clinical experiences include:

HIV/AIDS;

Sexual health/Sexuality related disciplines (e.g. family planning, urology, OB & GYN, STD);

Infectious disease;

Drugs withdrawal and treatment

Palliative care;

Paediatrics;

Hospice services;

Rehabilitation services;

Psychiatric;

Haematology;

TB experience

Others, please specify _____

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 mail this response slip before 21st April 2000 to The CPP Secretariat, 17B, Block F, 3 Lok Man Road, Chai Wan, Hong Kong. Or Fax: 2897 6387.)**