

DEVELOPING THE FOUNDATION BY WHICH WE WORK III  
The Coalition of Asia Pacific Regional Networks on HIVAIDS  
22<sup>nd</sup> – 24<sup>th</sup> November 2008  
Windsor Hotel, Sukhumvit Rd, Soi 20, Bangkok, Thailand

**ANNUAL GENERAL  
MEETING REPORT  
2008**

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## **Reference list of Abbreviations**

<b>AB:</b>	<b>Advisory Board</b>
<b>AGM:</b>	<b>Annual General Meeting</b>
<b>AHRN:</b>	<b>Asian Harm Reduction Network</b>
<b>APCASO:</b>	<b>Asia Pacific Council AIDS Service Organizations</b>
<b>APMERG:</b>	<b>Asia Pacific Monitoring and Evaluation Group</b>
<b>APNSW:</b>	<b>Asia Pacific Network of Sex Workers</b>
<b>APN+:</b>	<b>Asia Pacific Network of People Living with HIV</b>
<b>APR:</b>	<b>Asia Pacific Rainbow</b>
<b>ARCAT:</b>	<b>Advocacy and Research on HIV Counseling and Testing</b>
<b>AS:</b>	<b>Advocacy Strategy</b>
<b>ASAP:</b>	<b>AIDS Society of Asia Pacific</b>
<b>ASEAN:</b>	<b>Association of South East Asian Nations</b>
<b>ATFOA:</b>	<b>Asian Task Force on AIDS</b>
<b>AusAID:</b>	<b>Australian Government Overseas Aid Program</b>
<b>CAA:</b>	<b>Commission of AIDS in Asia</b>
<b>CARAM:</b>	<b>Coordination of Action Research on AIDS and Mobility</b>
<b>CBO:</b>	<b>Community Based Organization</b>
<b>CC:</b>	<b>Coalition's Consultation</b>
<b>CS:</b>	<b>Civil Society</b>
<b>CSAT:</b>	<b>Civil Society Action Team</b>
<b>CSS:</b>	<b>Community Systems Strengthening</b>
<b>ESCAP:</b>	<b>Economic and Social Commission for Asia and the Pacific</b>
<b>GFATM:</b>	<b>The Global Fund to Fight AIDS, Tuberculosis and Malaria</b>

<b>GIPA:</b>	<b>Greater Involvement of People Living with HIV/AIDS Principle</b>
<b>GNP+:</b>	<b>Global Network of People Living with HIV</b>
<b>HDN:</b>	<b>Health and Development Networks</b>
<b>HLM:</b>	<b>High Level Meeting</b>
<b>IAC:</b>	<b>International AIDS Conference (Global)</b>
<b>IAC:</b>	<b>International Advisory Committee (9<sup>th</sup> ICAAP)</b>
<b>ICAA:</b>	<b>Independent Commission of AIDS in Asia (UNAIDS)</b>
<b>ICAAP:</b>	<b>International Congress on AIDS in Asia and the Pacific</b>
<b>ICRW:</b>	<b>International Center for Research on Women</b>
<b>IDU:</b>	<b>Injecting Drug Use</b>
<b>INPUD:</b>	<b>International Network of People Who Use Drugs</b>
<b>IRAC&amp;M:</b>	<b>International and Regional Conferences/Meetings</b>
<b>ITPC:</b>	<b>International Treatment Preparedness Coalition</b>
<b>LOC:</b>	<b>Local Organizing Committee</b>
<b>MC:</b>	<b>Management Committee</b>
<b>MOU:</b>	<b>Memorandum of Understanding</b>
<b>MSCVSP:</b>	<b>Minimum Standards of Participation of Civil Society in the UA Process</b>
<b>MSM:</b>	<b>Men who have Sex with Men</b>
<b>NACP:</b>	<b>National AIDS Control Program</b>
<b>NGO:</b>	<b>Non Government Organization</b>
<b>PLHIV:</b>	<b>People Living with HIV</b>
<b>PCB:</b>	<b>Program Coordinating Board</b>
<b>PATP:</b>	<b>Prevention and Treatment Project</b>
<b>PITC:</b>	<b>Provider Initiated Testing</b>
<b>RC:</b>	<b>Regional Coordinator</b>
<b>RST:</b>	<b>Regional Support Team</b>
<b>SP:</b>	<b>Strategic Plan</b>
<b>SRHR:</b>	<b>Sexual Reproductive Health and Rights</b>
<b>SW:</b>	<b>Sex Work</b>

<b>TOR:</b>	<b>Terms of Reference</b>
<b>TRIPS:</b>	<b>Trade-Related Aspects of Intellectual Property Rights</b>
<b>TS:</b>	<b>Technical Support</b>
<b>TSF:</b>	<b>Technical Support Facility</b>
<b>UNAIDS:</b>	<b>Joint United Nations Program on HIV/AIDS</b>
<b>UNGASS:</b>	<b>United Nations General Assembly Special Session</b>
<b>VCT:</b>	<b>Voluntary Counseling and Testing</b>
<b>WAC:</b>	<b>World AIDS Campaign</b>
<b>WHO:</b>	<b>World Health Organization</b>

## Background Information

The Coalition's 2008 Annual General Meeting (AGM) is funded under the AusAID/UNAIDS grant effective March 2008- February 2010. The AGM follows the May & July 2008 meetings funded by The Technical Support Facility (TSF), to develop and finalize the Coalition's Working Agreement (WA).

2008 marks seven years into the existence of the Coalition as the HIV epidemic continues to grow increasingly complex, the need is greater than ever for a collective body that can give voice to the HIV driven needs of the Asia Pacific's most marginalized, vulnerable, affected communities and constituencies at national, regional and global levels. The Coalition possesses great potential with its ability to organize regionally beyond national borders and obstacles to interact and intersect with a diverse range of organizations to generate and share information on many issues. The next stage of development is to demonstrate what the Coalition can do together that the individual network members cannot do alone. The broad Aims and Objectives of the Coalition's Secretariat and Membership for this stage include:

- Formalizing the relationship between the individual networks and the Secretariat
- Addressing the recommendations presented in the July 2008 Working Agreement
- Increasing staffing level of Secretariat

The WA provides the Secretariat greater means to support and coordinate the Coalition's activities. There is now a need to develop Work and Operational Plans that reflect the mutual commitment and aspirations for the networks that comprise this Coalition to work with the Secretariat and each other to achieve the 2008-2010 mission: to raise awareness and resources to promote the greater involvement of key stakeholders in a comprehensive and sustained response to the HIV epidemic in the Asia Pacific region.

## **Meeting Objectives**

The AGM will review the Secretariat activities from March-October 2008, plan Coalition activities for the time leading up to the 9<sup>th</sup> ICAAP in August 2009 and review the Coalition's Work Plan for March 2009-February 2010 due to UNAIDS in January 2009.

## **MANAGEMENT COMMITTEE MEETING: 22<sup>nd</sup> November 2008**

### **Sharing of expectations for working together**

The following expectations were shared by the Management Committee (MC), Regional Coordinator (RC) and other staff present:

1. The need for a fixed timeline to operationalize the working agreement by next year.
2. The working document needs to be reviewed and signed off by all member organisations.
3. A necessity to develop the code of conduct, code of ethics and other required documentation for network members.
4. Update on staffing issues.
5. Establish full transparency in the relationships between the MC and the RC and with the other coalition members.
6. A system in place to enable the MC to be fully informed of all activities and decision making being taken by the RC on behalf of the Secretariat.
7. Need to make it clear that all partners organisations must start to work as a coalition and not as individual entities while representing the coalition.
8. There needs to be a discussion and some agreed upon steps forward on the 9<sup>th</sup> ICAAP.
9. There needs to be agreement on how the coalition is defined.

### **Discussion on the July 2008 Progress Report**

1. The MC were informed that the July 2008 progress report was still in draft form and no comments for changes to the draft have been forwarded to the RC till this date.

2. The RC noted that the delay in approving the report resulted in the failure of securing funding from the Technical Support Facility to convene a consultation and meeting for AP Rainbow ( as discussed in the July 2008 meeting).
3. ***The Recommendation was made that the meeting report should be approved, as per the working principle, whereby no comments will be taken as acceptance of the report by all members.***

### **Whether to register the Coalition as an INGO?**

1. The RC stated that a full presentation on the working agreement will be made at tomorrow's coalition meeting and this question will be brought up.
2. A recommendation to the group was made by the RC, in terms of first operationalizing the working agreement, and then look at examples from a couple of countries and the requirements for registering as an INGO in Thailand; and then make a decision in line with the requirements stated in the working agreement.
3. ***The MC agree with the RC's recommendation, but also stated that it is essential to register the coalition and also to look at asking TSF to fund an external consultant to do the research; otherwise there might be conflict of interest.***
4. The action to be taken for registering as an INGO has to be approved by the board and finalized.

### **The Coalition Working Agreement**

***Q1: Who are we as the Coalition?***

***Q2: Who do we represent?***

***Q3: What do we want to accomplish as a Coalition?***

***Q4: How do we do this?***

1. The MC stated that Q1-Q3 was very clearly stated in the working agreement; however, how do we do this is what needs to be discussed.
2. Any modifications to the working document should be made after the working agreement has been operationalized for one year, followed by a review.
3. It has to be clearly stated to all partner organisations that the Coalition should no longer be based on individual organisations activities, but on the activities of the coalition; representing all the organisations.
4. The MC wanted to reiterate that there needs to be a clear balance between purely Coalition led activities as opposed to organisational activities.
5. It was stated that there needs to be a system in place to select organisations or individuals from the partners to represent the Coalition at events, conferences, meetings, etc.
6. There needs to be a consensus on the branding name: Do we still use *7 sisters* or will we be using *The Coalition (7 Sisters)*. There are different names being used- so there needs to have some consistency. What should we use when being referred to when communicating?
7. ***A recommendation on the working agreement was as follows:***
  - a. ***A letter will be sent to all Coalition members by Nov 30<sup>th</sup>, with a copy of the working agreement.***
  - b. ***Coalition members will be given two weeks to comment and sign off on the document; the date was set for 15<sup>th</sup> December, 2008.***
  - c. ***A review will be done on the working agreement every quarter, once it has been operationalized.***
  - d. ***A full review will be provided at the 2009 AGM.***
8. The next steps to operationalize the working agreement have to be discussed further to produce concrete results, prior to implementation.

### **Role of Staff, MC and Coalition Members**

1. The RC will forward both the ToRs for the RC and the Secretariat to the MC.
2. In addition the ToRs for the newly created positions of advocacy officer and Information and communications officer.
3. There was a suggestion that there needs to be more communications between the RC and the MC, in terms of decision making; this should be reflected in the both the ToRs.

4. The RC stated that his travel schedule and activities are all on the work plan that was provided to the MC; in addition, with more staff in place there will be more communication between the Secretariat and the MC.

### **Founding Members and Associate Members**

1. Founding members will appear in order as stated in the Working Agreement. Founding members are not different than full members. Organization can choose between becoming founding members or full members.
2. With signing the working agreement, all organisations will be given an option to define what kind of membership they want.
3. A suggestion was made that eventually full members should have a buy-in through financial contribution; it was agreed that the RC will explore this issue further and present recommendations to the MC.

### **Administrative Issues**

#### **1. Staff Contracts/Issues**

1. The discussion was on the termination of Rachel Ong's contract. Ms. Ong still has to provide her final deliverable, which was due with her invoice. The RC received the invoice, but not the final deliverable.
2. The final deliverable was translation for Alliance, which has still not been done, and the RC needs to inform Alliance as such. This could lead to the withdrawal of the funds allocated for this piece of work.
3. ***The MC recommended that the RC should consult with HDN and see if they can partner with the Coalition to complete the translation for Alliance.***
4. ***A recommendation on Ms. Ong's termination was that a verbal exit interview will be conducted with Ms. Ong, which will be facilitated by Pascal. The date will be no later than 3<sup>rd</sup> December, 2008.***
5. The RC will forward examples of verbal exit interviews to Pascal.
6. The RC suggested also that confidentiality clauses need to be written into any MoU or staffing agreement.
7. It was noted that all staff contracts and issues will be bound by APN+ template and rules.

8. ***The MC recommended that all staff, even International staff need to have some form of contract or agreement prior to starting work for the Coalition.***
9. ***Suksma Ratri was designated as the MC member who will sign off on all contracts and staff agreements.***
10. Similarly salary scales for the Coalition should be set by the Secretariat and not follow APN+, as this will create internal issues with their staff and those of the Coalition.
11. The MC will approve salary based on the RC recommendations, but it has to be based on deliverables and as per the timeframe of the contract.
12. The RC felt that since the Funding is being shared by three organisations, and now that the Coalition will be based at APN+, there needs to be more discussion prior to creating separate systems.
13. It was recommended that Vince and Berend should meet with APN+ and the donors to discuss these issues.

## **2. Performance evaluation**

1. The RC's contract will be ending in May, so there needs to be a performance evaluation.
2. ***The MC recommended that a criteria or format for performance evaluations should be created to streamline this process and for transparency.***
3. Performance evaluation of the RC will be developed and MC will interview key informants. Then a meeting, virtual or face to face will be done by an MC member with the RC

## **3. Finance**

1. The RC wanted to re-state that no financial statement from APCASO has been provided to him. This has been an ongoing issue for two years (April 2005) and that there will be repercussions in terms of funding, if the statements are not provided.
2. Another issue was the repayment of airline tickets purchased by Susan Chong, which has not been settled yet.
3. Since the Coalition is now under APN+ and is not a registered organisation on its own, it will be APN+ who could be held liable for any misappropriation of funds.

4. ***All MC members voted that the money for the airline ticket must be returned to the Coalition and APCASO must provide the required financial statements, which were due in April 2005.***
5. ***The MC stated that they need to take a firm stand on this issue, as it will set a precedent. Therefore they all agreed that if there is no action taken by APCASO by the deadline set, they will be asked to withdrawal from the Coalition.***
6. Pascal volunteered to draft a letter to APCASO. The recommended timeframe is as follows:
  - a. November 30<sup>th</sup>, 2008 the letter is sent to APCASO;
  - b. December 15<sup>th</sup>, 2008 is the last date for an answer from APCASO

The discussion on finance continued with the handout of financial statements by the RC and other documentation in relation to the Coalition expenditure. After looking at the documents the following recommendations were made by the MC:

1. ***In future provide actual accounts (internal) to the MC and Coalition members.***
  2. ***The MC need to sign off on all expenditure or changes for the allocated funds.***
  3. ***There needs to be more transparency in terms of financial accounting.***
  4. ***There needs to be a contingency plan to support the Coalition if there are delays in funding.***
  5. ***The contract with APN+ needs to be revaluated prior to signing a new one in 2010.***
  6. ***MC must be kept informed on rental agreements and their approval is needed if a space is selected.***
  7. ***In future, all financial statements or expense records should be done in landscape format, with not confusing headers and it should all be done in one currency; preferably dollars.***
4. **Coalition Communications**
1. The website is presently being constructed.
  2. There was a suggestion to also list all partners of the networks in the Coalition.

## **Parking Lot**

1. ASEAN has shown interest to work with all coalition members, not just the Coalition, the MC stated that this would be good to follow up on.
2. The MC would like to have a work plan for the Coalition, which is more detailed and with specific monthly activities.

# **MEETING OF THE COALITION: Day One**

## **Introduction**

The Meeting began by the Coordinator extending a welcome to participants to the third meeting of the Coalition of Asia Pacific Regional Networks on HIV/AIDS, (hereby referred to as the Coalition), for 2008. The Coordinator facilitated introductions of network representatives, with key messages from the newly instated MC of achieving the mission of the Coalition together with the support of all the networks. It was noted that the structure of this meeting is different to previous meetings in that Day 2 will be an external meeting with attendance by key stakeholders and potential members.

## **Goals of the next 2 days**

1. Devise a plan and timeline of activities for 2009 as the contract for year 2 is due to be renegotiated in January. It was noted that the work undertaken by the Coalition may need to be reduced due to the current economic crisis.
2. The issue of restructuring of the Coalition is on the agenda for both today and tomorrow. During today's internal meeting, the issues of membership status and registration as an international NGO will be discussed. Tomorrow will be more a reflection on who we are as a Coalition; who the populations are that we represent and the direction we are heading in 2009.
3. It was noted that the focus of this meeting will be on developing partnerships within the Coalition, as opposed to work of the individual networks.

## **Review and July 2008 Meeting Report**

1. No comments were received when the draft of the July 2008 meeting report was posted. Therefore, the current version is the final version and will be uploaded on the fruits-to-go website.
2. As per the recommendation put forward by the MC in the July Meeting, the Coordinator has provided Members with copies of the agenda and all documents for reference.
3. Please note that July 2008 Agenda procedure Network Representatives agreed to:
  - i. Agenda posted two weeks in advance of the meeting for Coalition's feedback

- ii. Feedback accepted for 1 week after posting and the Agenda modified accordingly
  - iii. Finalized Agenda posted 1 week before the meeting
  - iv. Topics that come up outside of the Agenda at the meeting will be placed in a Parking Lot to be addressed at the end of the day if time permits
  - v. Those topics not addressed will be left for the next day's Parking Lot.
  - vi. A process will be developed to address unresolved topics or issues
- There will be some flexibility to this but the Secretariat will hold all those attending to this agreement.

## **Presentation and approval of meeting agenda**

The Coordinator went through the meeting agenda which was approved and accepted.

## **Expectations of Coalition members**

Network representatives were asked to reflect on what they want to gain from the meeting over the next two days. The following expectations and comments were shared:

1. The Coordinator shared an expectation of active participation by the network representatives throughout the two day meeting.
2. No other expectations were shared amongst the group. The Coordinator invited network representatives to revisit this throughout the course of the 2 days.

## **Parking lot**

If issues are raised that are not within the scope of the agenda, they will be parked in the parking lot to deal with it at the close of the day.

## **Presentation of final draft Coalition Working Agreement**

1. The Working Agreement for 2009 which was approved in July and is the first binding agreement for the Coalition, is now in the process of being operationalized.
2. The WA identifies who the Coalition is and the key populations we represent. The Coordinator reflected that as a Coalition, this may mean different things and so a

strategic plan is vital. It was proposed that during the presentations, we discuss some of these tensions and how best to give a voice to the populations the Coalition represents.

## **Restructuring Discussion One**

### **1. Role of Founding Members:**

The Coordinator provided an overview of Coalition membership status as follows:

- a. Founding members- started the Coalition and will always be part of its history.
- b. Full members- include founding members and are voting members.
- c. Associate members- are seen as having more of a working relationship with the Secretariat.

### **2. Role of New Members**

1. The Coalition agreed that there was a need to review and develop criteria for membership.
2. Clarification was sought on the process of recruiting new members and whether this is the role of the Secretariat or of the individual networks. It is identified that a clear and transparent process for recruiting members needs to be developed.

### **3. Should Secretariat Register as an International NGO?**

The issue of registration of the Coalition as an international NGO was raised at the July meeting as an item for the November AGM. There will be a recommendation on this by the close of today's meeting.

Thoughts and comments were invited on the above discussion points:

1. ASAP endorsed the importance of addressing these issues and reflected that as of February 2009, the Coalition will have existed for eight years and donors and affiliates will expect to see that we are moving forward.

### **1. List of items that are outstanding from July**

- i. TOR for coalition board- representatives of different networks

- ii. MOU with host org- APN+
- iii. Code conduct coalition board members
- iv. Identify processes for coalition members
- v. Review membership criteria
- vi. Policy on sign-ons in regards to both letters and proposals. Clarification is needed in regards to how members use their affiliation with the coalition and the different priorities of individual members. Another issue is the process of funding submissions and members competing for the same funds.

1. This list reflects the six key priority areas that the Coalition has been contracted to undertake and therefore must be completed by the first quarter.
2. Members will be designated to small working groups to start addressing these issues.
3. A first draft will be due on the first of February with a week for comments. The deadline for completion of the final draft, which will be a work in progress, will be the 15<sup>th</sup> of February 2009.
4. The Coordinator requested that he be cc'd in all correspondence relating to the undertaking of this task.
5. The Coordinator will circulate an email list, SKYPE IDs and mobile numbers for each of the working groups.
6. Working groups have been formed tentatively and will be submitted to the Board for formal approval.

**WORKING GROUPS (Tentative)**

ITEM	NETWORK REPRESENTATIVE
TOR	Vince
MOU with APN+	Vince
Code of conduct	Scott, Khartini, Denovan
Mechanism, processes	Pascal, Khartini, Vince
Membership criteria	Berend, Kanna, Brahm, Lok
Policy on sign-ons	Ratri, Maya, Vince

**Updates from July 2008**

## **ASAP (relationship realignment)**

### **Background**

In the July meeting of the Coalition, ASAP expressed their interest over the last two years in realigning their relationship with the Coalition. Members agreed that ASAP should be encouraged to grow and do what is best for them and that they should be recognized as founding members.

ICAAP was raised as a priority issue and members suggested that an MOU be developed so that the work of the Coalition and ASAP would be able to complement each other. ASAP requested that an understanding needs to be developed and agreed upon before the new agreement is officially announced. The MC delegated the Coordinator to work with ASAP on the details of the realignment.

### **Update**

1. The ASAP realignment is on hold and will work with the Secretariat.
2. ASAP will work with the Coordinator to develop a MOU to have the qualities of associate members, but as a founding member, ASAP will always retain the right to vote. This issue was raised in the July meeting and the Coalition agreed to be flexible on this.
3. Reflection that although there is no conflict of interests in terms of the work of the networks that comprise the Coalition, members are often competing for money with the same donors and this has also been acknowledged by donors. Proposal that the Coalition submits joint funding applications
4. ASAP identified the role of ICAAP in reaffirming why the networks united to form the Coalition. ICAAP is what brought the networks together and must be utilized as an opportunity to take stock of what we are doing.
5. Recommendation that ICAAP to be used as a forum to launch the new logo.
6. ASAP acknowledged that there is now more effective communication to the MC through the Coordinator.
7. ASAP requested flexibility in work space of the Coalition to accommodate members.

## **APR (support desired)**

## **Discussion on Support Provided to APR**

### **Background**

At the previous meetings in both May and July, Coalition Members discussed that more support needed to be provided to APR and the following decisions were made:-

1. Dédé Oetomo, APR representative, would work with the Secretariat Coordinator on who to contact within APR to work together by 30<sup>th</sup> August 2008, and to update the MC on the processes. It was requested that APR has to be specific on what kind of help would be needed.
2. The Coordinator will look into how TSF can provide support to APR by 30<sup>th</sup> August 2008.

### **Update**

APR informed the Coalition and Board that they are officially disbanding.

APR has been without a secretariat for over a year. The feeling of the remaining core members of the APR board is that it can no longer be sustained. APR will continue to function as an information mailing list. After this meeting, Dede will report back to the remaining board members and formally close the network. The need was identified to discuss the implications of this on the status of APR as a founding member of the Coalition.

Issue raised that closing of the network be done transparently as there is approximately USD 3000 in funding from AMNESTY or other funding body remaining in the accounts. The Board can give direction on what to do with the money. Dede stated the importance in ensuring that affected communities continue to be represented in the Coalition. Some of the APR Board members are on APCOM board and functioning there but this needs clarification.

In regards to the closing of the network, the following decisions were made:-

1. The Secretariat will work with Dede to follow up on financial issues and keep the Coalition and MC informed on this issue.
2. APR will retain its membership status as a founding member of the Coalition.
3. The Coalition request that APR provide details of remaining funds along with details of an exit plan.

4. The Coordinator will work with Dede to address the issue of the gap of representation of sexual minority groups within the Coalition. On this point, it was advised that APCOM has approached the Secretariat to develop an MOU to work together.

## **Funding issues**

### **Coalition Financial Report for 2007 & 2008 – 2010**

1. The Coordinator reviewed the financial report .from January to November 2008.
2. Financial reports for year 4, MSCVSP have been submitted to UNAIDS and have been accepted and approved.
3. The Coalition Finance Report January – November 2008 was prepared by the Coalition Coordinator. In future, all financial reports will be generated by an accountant.
4. It is noted that for the period covering Year 4 (December 2006 – November 2007), the Coalition’s Regional Coordinator will prepare a separate document as more information is needed from APCASO to accurately report on that period. However, the Inward transfer of monies is recorded here because there is some overlap. Those funds will be designated PO4 (Program Year 4), RES (Reserves), and REIM (Reimbursement).
5. The core funding for the Secretariat comes from the Aus AID/ UNAIDS funding agreement but that did not become active until 1 March 2008. Therefore, some charges will need to be drawn from the PO4, RES and or REIM funds.
6. The rent agreement with APN+ for 2007 was USD 600 per month; exact amount is still pending clarification. The Coordinator has been reviewing previous document.
7. The initial workshop on the MSCVSP was to be held in January 2008. However, this was postponed to March 2008 which resulted in the actual amount spent amounting to approximately USD 1500 over the budget. All expenses exceeding the budgeted amount of USD 10 800 should be subtracted from the AusAID/ UNAIDS Grant (USD 45 660 received from WHO on 2 May 2008). Any expenses after 1 March 2008 can be charged to the appropriate line item in the AusAID/ UNAIDS budget.
8. As of 21 November 2008, the total amount in account is USD 57 210. 30. Currently we are awaiting reimbursement of approximately USD 15 900. That being approximately twelve thousand USD toward the May and July Coalition Meetings from Technical Support Facility (TSF SEAP) a division of UNAIDS, and approximately three thousand

and nine hundred USD for reimbursement of airfare to Mexico City from IAS. The USD 57 210.30 includes expenses through November 2008 but receipts are currently with the auditor and details are unavailable at this time.

### **Financial issues with APCASO**

The Coordinator opened this discussion by informing the network representatives that at the May 2008 meeting of the Coalition the following issues were discussed with APCASO's Interim Executive Officer (IEO). APCASO's IEO was told that these issues, ongoing since June 2007, would need to be resolved by the November AGM. The information was requested prior to the AGM and APCASO is aware that the Coalition will be using the AGM as a forum to discuss this issue. The Coordinator noted that APCASO elected not to have a representative present and provided network representatives with copies of email correspondence for reference.

Pascal, who spoke to the IEO in May, gave a summary the two financial issues involving APCASO that have been outstanding since 2007. The first issue relates to the purchase of two return airplane tickets from Australia to Koala Lumpur that APCASO purchased and charged to Coalition funds for one of their representatives. The Coordinator informed the Representative and the IEO that this was not appropriate when the purchase of one ticket was discovered in June 2007. The IEO submitted the cost of a second ticket that had actually been purchased in the first quarter of 2007 prior to the Coalition's February 2007 consultation. In addition, APCASO also purchased two return airplane tickets from Koala Lumpur to Bangkok said representative for the same two consultations. Despite ongoing correspondence with the Coordinator regarding this issue, APCASO has not provided reimbursement, reasonable explanation for this purchase or provided a timeline for payment. Again, APCASO's IEO was given from May to November 2008 to resolve this.

The second issue relates to the transition of the host of the Secretariat from APCASO in Kuala Lumpur to APN+ in Bangkok. There is an amount of USD 15 000 that cannot be accounted for because of a lack of information from APCASO. This information was said to be coming in April 2007 and despite persistent requests from the Coordinator for financial statements and or audit statements from the IEO, who was previously the accountant for APCASO, verifying the amount of Coalition funds prior to the transfer of

the Secretariat. This issue has been outstanding since 2007 and one unresolved issue in the transfer of the Secretariat. (See appendix for more information) Lack of financial record was an issue recently, when a potential funder requested the Coalition's Financial Statements and raised the issue of the implications of not being able to produce an audit statement when submitting funding applications and how this would appear to potential donors.

The issue was discussed at length with the current MC in July and again prior to the AGM. A process was set up in the MC meeting yesterday and subject to approval of the Coalition, the MC proposes to draft an official letter to the Legal Board and Representatives of APCASO requesting clarification on this issue and reimbursement for the two return airplane tickets from Australia to Koala Lumpur. Failure by APCASO to respond within the timeframe specified will result in further action by the MC including potential termination of their membership in the Coalition. It was noted that APCASO has both a Legal Board and an Advisory Board and that the MC would need to identify the appropriate parties to send the request to.

The following recommendations were proposed and accepted:-

1. Pascal will draft the letter that will address the personal misconduct issue and cover the details of the organizational/ business issue. The letter will be sent to the legal board and Coalition representatives of APCASO via email and post.
2. Members supported the recommendation reached at the MC meeting and put forward for approval by the members today that failure of APCASO to respond to the Coalition by the deadline will result in potential termination of membership of the Coalition.
3. Khartini will provide Pascal with the names and legal information of the Legal Board of APCASO.
4. To ensure transparency and accountability of the Coalition, an independent audit review will be conducted regardless of the outcome of the two issues involving APCASO, as detailed above.

## **Progress report**

Members were provided with a copy of the Progress Report March – August 2008 which informs the activities of the Coordinator during this period. This document has been submitted to UNAIDS. The Coordinator presented the following overview:-

**1. MSCVSP:**

- a. Conduct pilot workshop in Malaysia
- b. Produce report and findings
- c. Identify three countries to conduct in-country workshops by November 2008
- d. Workshops complete

The Pilot MSCVSP In-Country Workshop was conducted in March 2008. In addition to the Coalition Secretariat, APCASO and CARAM Asia were also involved. The MSCVSP will be implemented in Cambodia by the end of 2008. Nepal will also be implementing the MS. Vietnam has also expressed interest on the condition that the UCC or RST are not involved in the implementation process given previous experiences working with these organizations.

The Coordinator informed that he will not be responsible for implementation of the MS given that the attempt to do so in Malaysia got derailed. The plan is for the UCC to implement the MS but this is open for negotiation depending on the need and desire of each country. The Coalition will be involved in TOT but there has been no commitment in moving this process forward.

**2. CSAT:**

- a. Conduct assessment of CS needs regarding GFTAM
- b. Attend Global Program Meeting
- c. Complete Assessment and Initial Work Plan
- d. In-country activity
- e. Hire staff
- f. Open office (Indonesia)
- g. Quarterly Reports
- h. Network strengthening Activity (*ongoing*)
- i. Round 8 proposal activities
- j. Round 8 proposals due

- k. CSAT meetings in Mexico City at IAC
- l. Begin preparations for Round 9
- m. Implement activities for next Round
  - Continue Indonesia activities
  - Support Regional MSM Proposals (APCOM and Purple Sky Network)
  - Identify 2 other countries (Malaysia, TBD)
- n. Document lessons learned from Previous Round
- o. Workshops (partnership/support others)
  - Consultants working with CS (with TSF)
  - CS on CCMs (TBD)
  - CS as PR, SR and SSR (TBD)
- p. Renegotiate coming Year (2 and 3)
- q. Round 9 Grants due
- r. Next Round (10)

CSAT is funded through IPCASO and was established with the objective of promoting CS involvement in the Global Fund. CSAT started with a budget of USD 80 000 and this has now increased to USD 100 000. CSAT Indonesia has recently expanded its work from twelve to twenty one provinces throughout Indonesia. The main work of CSAT for 2009 is in CSS and defining what this means in terms of the Asia Pacific region. A CSS specialist has been hired through May 2009.

### **3. Organizational Strengthening (All networks)**

1. The new MC has been elected
2. In terms of Coalition communications, it was agreed that the coalition brochure that is already in circulation and provides descriptions of the networks, be used for the rest of the year.
3. Development of the server is still in process.
4. Development of the web page has started. It was due for completion in October 2008 but this has been delayed. A first draft should be ready by the end of December 2008.

### **4. Expanding MARPS networks**

Priority populations and networks within the Coalition representing these populations are identified as follows:-

<b>PRIORITY POPULATIONS</b>	<b>NETWORK REPRESENTATION</b>
Persons living with HIV (PLHIV)	APN+
People who Use Drugs (PUD)	APN+, AHRN
Men who have Sex with Men (MSM)	APN+
Sex Workers (SW)	APN+, APNSW
Mobile Populations (MP)	CARAM Asia
Women (W)	APN+, WAPN+, ICW
Youth (Y)	

1. The Coordinator acknowledges that the Coalition has not had a strong presence in the Pacific Region although this is defined as within the scope of the work of the Coalition in both the Strategic Plan and the Work Plan. The Coordinator was involved in some work with the Pacific MSM network. It was identified that there is a need to prioritize expanding our work and strengthening relationships with networks in the Pacific Region if the Coalition is to have Pacific representation. This has been strongly encouraged by AusAID representative, Tracey Newberry and others.
2. The Coordinator reflected that although the Coalition is also referred to as the Seven Sisters, there is no network for women. It was suggested that the Coalition look to hire someone to fill this gap for synchronicity and partnership.
3. Clarification that indigenous communities are included as a MARP as per the Working Agreement: point number 8. The Coordinator advised that there is a network in the region that works with indigenous communities and there focus is primarily on Pacific tribes.
4. There is an existing global youth network with representation from Harm Reduction and Drug User services.

## **5. Capacity Building**

1. The need to focus on capacity building emerged from the Coalition May meeting as a major priority.
2. Suggestion that the Coalition look into reconfiguring the allocation of funds, e.g.: shifting resources from APR, which is the organization the Coalition agreed

to support in 2009, into activities focused on community mobilization. Look to TSF for support.

3. Utilizing opportunities for Coalition mentoring, i.e. senior members within the Coalition taking on the role of mentoring junior members of the Coalition, was also raised in the May meeting. This has not been formalized but the Coordinator has been trying to put this into practice with his hires and with CSAT.

## **6. International AIDS Conferences**

1. Abdualah Denovan, CSAT team leader, represented the Coalition at the Asian Networking Zone at the recent IAC held in Mexico City. There was not a lot of traffic but was good exposure for the Coalition and CSAT. The small group discussions were well attended and the Coordinator would consider doing this again for Vienna, pending approval of the Coalition.

2. Suggestion that as an alternative to zone in Geneva, that the Coalition hold a conference hub. Feedback provided that this was very successful at the recent IAC.

3. Comment that it is more practical that the Coalition organizes a regional hub and have our own program

4. Reflection that hosting an alternative community forum was one of the successes of Coalition and a way to convene CS and to ensure continuity from ICAAP to ICAAP.

5. The Coalition to look into channeling the funding into the Asia Pacific Region and use it to feed into the next ICAAP. Point made by members that it costs USD 5000 for the week which could be money invested in the region as opposed to being used to fund members to attend the conference in Vienna.

6. Clarification is needed as to whether there is an IAS representative for the Asia Pacific Region.

7. ASAP has entered into an MOU with IAS. The term of the MOU are general and ASAP is in the process of trying to understand the breadth of that. ASAP commented that their experience of having assisted to develop the South East Asian hub in the ICAAP held in Colombo is that in order to use the hub meaningfully, is to ask the question of what the benefits are and is this mechanism that will link ICAAP to ICAAP?

8. ASAP put forward the suggestion to invite the funding bodies to attend the hubs and they can choose what to fund. ASAP informed that based on the resource mobilization report written for Colombo, comment from donors was that there was a lack of accountability coming from the conferences. Reflection that accountability is created by longer periods where everyone involved works with the organizing committee and donors may accept the hub as a mechanism for keeping them going.

#### **7. High Level Meeting/UNGASS (ongoing)**

A Civil Society Support Mechanism (CSSM) was formed in 2007 by a Coalition of community organizations with support from UNAIDS. It aims to provide communication, consultation and coordination support for CS to be meaningfully involved in the review and of the implementation of the Declaration of Commitment on HIV/AIDS (2001) and the Political Declaration on HIV/AIDS 2006.

The CSSM is committed to serve as a platform to improve communication among all stakeholders, and to directly provide support to civil society representatives and organizations to strengthen their involvement in the country and international 2008 AIDS review processes.

A Regional Consultation for CS Preparation leading to the HLM was convened in May 2008 in Bangkok. The universal access bench mark is 2010. Coalition members of the Secretariat were represented on regional support groups and the Coordinator was one of the CS representatives from the Asia Pacific Region. There has been a lot of mobilization of from IDU networks with the onus on drugs in March 2009.

#### **8. UNAIDS PCB NGO Delegation**

The Coordinator reflected that the work on the PCB has provided a platform to take issues to a higher level. The issue of Hepatitis C co-infection was raised and this now going to the Gates Foundation to look at costing of Hepatitis C treatment. CARAM Asia is represented on travel restrictions. CARAM Asia will takeover from the Coordinator in representing the Coalition on this body.

#### **9. Work Plan**

1. All members of the Coalition have been provided with a copy of the Work Plan which provides the TOR on the responsibilities of the Coalition. This document was formally approved in October 2008.
2. The Work Plan includes a list of TORs and a timeline of activities for a two year period. The MC commented that it is an excellent tool.
3. Recommendation put forward that TORs of the current Coalition representation, including descriptions of roles and responsibilities, be included in the Work Plan or Working Agreement, or both.

## **From the networks:**

### **ASAP, APCASO, APR, APN+, APNSW, AHRN, CARAM Asia**

The Coordinator reflected that the Coalition is comprised of individual networks with our own priorities and agendas and highlighted the need to focus on developing and strengthening partnerships and identifying some of the issues that may strain our relationships.

## **ASAP**

ASAP has been looking at issues to take to the 9<sup>th</sup> ICAAP and ways of building on these strengths and in the ICAAP that will follow. It was proposed that the Journal ASAP produces be used as a tool to engage more with other network representatives of the Coalition. Need to think more laterally in terms of how the ICAAPS are run. ASAP is looking at creating a skills building workshop or fair and is exploring the possibility of holding a leadership forum. Report that the UNGASS meetings have had varying degrees of success and issue was raised of the lack of CS representation at the policy level. ASAP plans to hold a session with leaders representing CBOs and parliamentarians with the objective of creating work plans for the ICAAPs to ensure that the HLM in 2010 is more successful. ASAP is in the process of trying to secure funds for this to go ahead.

Issue was raised of non-PLHIV trying to influence activities and represent PLHIV in AIDS response programs and how this is threatening to set back empowerment of PLHIV.

Concern was raised that the Community Forum, which is intended as a space for PLHIV

to feel safe, is being driven by non-PLHIV/AIDS service organizations and others who are claiming the voice of PLHIV.

## **APCASO**

No representation from APCASO.

## **APR**

APR has dissolved as a network and will play no role in ICAAP. APCOM will host a satellite meeting which will include an LGBT forum to be held over 2 evenings in 2 hour sessions which will be incorporated into the sexual diversity stream. Comment that the sex worker network in Indonesia appears very weak. Dede attended a sub regional meeting for Island and South East Asian countries and there is a possibility that a network may develop from this.

## **APN+**

APN+ reaffirmed the need to use the power we have as positive people as we know best ways of how not to get infected and have an important role to play. APN+ has a seat on the IAC to ICAAP and on the ASEAN task force. APN+ is looking to its networks to identify ways we can work collaboratively and of elevating key infected populations. The seriousness of the issue of ICAAP being represented by communities who are not living with HIV was raised. This issue highlights the importance of facilitating networks and providing support and empowerment. Decision made that would impact organization of ICAAP with no consultation and members in agreement that this is unacceptable. APN+ has to raise level of knowledge. The Coordinator reaffirmed his role in facilitating this process in order to come to conclusions that benefit us all.

## **APNSW**

APNSW is in the process of restructuring. APNSW is now a registered organization in Malaysia and has appointed a new Board. No changes have been proposed to the Guiding Notes on Sex Work but APNSW continues to undertake the campaigns. Kahartini proposed publishing the Sex Worker guiding notes and the Anti trafficking notes in the ASAP Journal.

APNSW has conducted TAT training with the focus of providing support and empowerment to sex workers. The objective of the TAT is to train sex workers in the region and to pool them. There have been a number of regional training sessions that have been highly successful and another workshop will be conducted before the end of 2008.

APNSW won an award at the recent IAC in Mexico for the video from Myanmar, which will be produced in 6 local languages. Using very simple TAT, i.e.: mobile phone, etc, this video shows members how to document and record information and transfer this information to others, which is particularly relevant in the context of Myanmar. Information has been sent by members using the skills they have gained through the TAT training, e.g.: the situation in Cambodia regarding the anti trafficking laws.

A video that has been produced on the issues of abuse and violence will be screened at the next ICAAP. APNSW is considering launching a photo exhibition and film festival. Suggestion put forward by the Coalition that APNSW look into funding with the Burnett Institute which have the resources to fund such a project.

There is a plan for a Sex Worker Convention to be held in 2009 following ICAAP. Learn experience from R&R- no representation from positive people from the Asia region. APNSW has agreed to supervise the Sex Worker Convention but have yet to agree on when this will be held. There is a need to ensure that the timing of the Sex Worker Convention does not conflict with ICAAP.

The Coordinator expressed the need for the Coalition to look at ways of supporting and strengthening APNSW and working more collaboratively on these issues.

## **AHRN**

AHRN is currently seeking funding for future activities and face restructuring issues. AHRN is closely involved in the organization of a donor conference focused on harm reduction which will be the first of its kind. Timelines and other information for the Harm Reduction Conference have been provided to participants. AHRN is looking into the possibility of hosting a dinner in April 2009, will be presentation tomorrow. AHRN is part

of another coalition in Asia and recently held a workshop in Cambodia, with another workshop planned for 2009.

A Drug User community forum is being planned for ICAAP and there is a potential for collaboration with partners of the Coalition for that. The UNGASS Coalition on drugs will be held in March in Vienna and AHRN will link with the work the Coalition is currently involved in.

AHRN was included in Thailand's proposal for Round 9 of the Global Fund and received information two weeks ago that the submission was successful. AHRN is primarily involved in the Drug Use component. This project is due to commence in June and is an opportunity for AHRN to partner with CSAT. AHRN has not previously worked with the Global Fund.

It was advised that INPUD Asia, the drug user's network, will take the place of AHRN in the Coalition. AHRN will remain as a founding member. Plans are for INPUD Asia to become part of the Coalition in the future.

Comment from the Coordinator that there are reports that GFATM may experience funding cuts after Round 9. It was advised that AHRN get the contracts signed as soon as is feasible in order to ensure that the money is not diverted. This point led to discussion about how the Coalition will reposition itself in order to deal with the current global economic crisis. It was commented that this issue and the impact in terms of the allocation of funding from USAID was an item on the agenda of the recent IAC Meeting held on the 18<sup>th</sup> November 2008. It was proposed that the issue of the economic crisis and its impact on the Coalition be placed in the Parking Lot to be dealt with at the close of the meeting

## **CARAM Asia**

**Presentations by Suksma Ratri- Empowerment of Migrants Living with HIV and their Spouses (TFEM)**

**and Brahm Press State of Health of Migrants (SOH)**

CARAM has four task forces and the taskforce Ratri represents is TFAM. Ratri identified that there is a need for TFAM to cut down activity and focus on key priority areas due to

the current financial crisis. A project on women's rights will be implemented next year. It is recognized that migrant groups are generally not very familiar with the principles of GIPA and so a priority for 2009 is to continue GIPA training for CARAM members. In the long term CARAM aims for all its members to implement GIPA into their organizations. TFAM prioritizes continuing advocacy for the involvement of HIV positive migrants in all activities including the upcoming ICAAP. The current secretariat has decided against funding migrants to attend ICAAP but CARAM is working to try to secure the funds for at least one positive migrant to attend the ICAAP.

During 2008, Brahm sat on the Task Force regarding HIV Ten Travel Restrictions. The report has been completed and submitted to the PCB and Global Fund Board. Brahm also represents CARAM on the UN Regional Task Force in UNRTF which is also has representation by APN+. A major issue has been mandatory testing and Brahm, in partnership with representatives from TFAM, is advocating to prioritise the issue of migrant treatment access.

The issue of migration and mobility is one of the most difficult and complex faced throughout the AP region. It is recognized that there exists a clear crossover between migration and drug use. Asia has 90% of the world's migrants and the fact that ASEAN is now concerned with this issue signifies progress. It is identified that there is a link between HIV positive status and deportation, especially in the context of Muslim countries, but this has not been explored.

The Coordinator put to the Coalition that it look at opportunities to work together with CARAM and reflect on how to best support and assist CARAM in their work in addressing these complex issues.

In response to issues raised during presentations, the following decisions were made:

1. Proposal that a meeting be organized between APNSW, CARAM and the Coordinator on how to address the issue of migration and mobility.
2. The Coordinator requested that all networks provide a schedule of activities for at least the following three months, preferably up to ICAAP, for the purpose of a shared calendar.
3. Discussion that a link to the individual networks be created on the Coalition website.

4. The Coalition reserves the right to ask for time at the close of the meeting tomorrow to have time for members to regroup in order to clarify any outstanding issues.

## **MEETING OF THE COALITION: Day Two**

The meeting commenced with introductions of external guests and potential members to Day Two of the meeting of the Coalition. The Coordinator provided an overview of the agenda and went through the recommendations from the previous day. The focus of today's meeting will be on the 9<sup>th</sup> ICAAP and identifying ways of building and strengthening relationships with partners.

### **Update of 9<sup>th</sup> ICAAP**

1. The Coalition and constituents agree that of all the international conferences and meetings held, the ICAAP is the most important forum for all of us who are involved in the region's HIV/AIDS responses and as well as those most vulnerable to HIV that we represent.
2. The International Congress on HIV/AIDS in the Asia Pacific is one of the few forums that provide a platform to the region's diversity, unique characteristics and changing dynamics. This conference is the most accessible to the region's most affected communities and the most important to the region's stakeholders.
3. It was recommended that an overarching theme of the 9<sup>th</sup> ICAAP be focused on the recommendations of the ICAA and to identify ways of moving forward the recommendations. This should run through all streams of the ICAAP.

## **1. Role of Seven Sisters**

1. Historically, the Coalition was formalized at the 2001 ICAAP in Melbourne. The planning of the community forum for the 7<sup>th</sup> ICAAP which involved a lot of advocacy to ensure community inclusion is what brought the networks together. It is the responsibility of the Coalition to ensure that the voices of the communities it represents are heard.
2. The Coordinator advised of plan to have a booth and his role in supporting networks and other groups to partner together.
3. Comment that the current ICAAP plenary program is too scientific and academic in its content and the Coalition affirmed its role in ensuring that the 9<sup>th</sup> ICAAP is a conference for the people by the people. This raised the issue of the governance of the committees and Elis informed the Coalition that it is recognized that there is a need to review membership of the LOC and this is in process. Elis will forward recommendations to the Coordinator who will post on the D Groups website.
4. Suggestion put forward that there is a member representing key affected populations in each planning committee.
5. It was decided that Elis will forward the dates for all sessions to the Coordinator when confirmed who will work together with APCOM and APN+ to compile this into a calendar by the 31<sup>st</sup> of December 2008.
6. The Coalition identified the need to utilize the ICAAP to follow up on the ICAA. The following recommendations were made as to how the Coalition will meet this objective:-
  - There needs to be a breakdown of the ICAA recommendations to address country specific issues and key populations
  - Fact sheet template identifying the specific issues that affect each of the key populations.
  - Coordinate with partner organizations to implement ICAA recommendations

## **2. Plenary topics and speakers**

The plenary sessions present the public face of ICAAP and provide context to the various sessions and other activities.

1. Each of the plenary sessions should have one speaker representing at least one of the key populations to articulate how the issue connects to the community response. Elis supported this recommendation, stating that it is recognized by the LOC that more speakers from affected communities are needed.
2. The plenary that focuses on UA should focus specifically on the issue of how communities are working towards the UA and the challenges they face in meeting the 2010 deadline.
3. The final selection of speakers must reflect the key affected populations of the region and speak to issues that are unique to the Asia Pacific Region and have not been addressed at previous conferences.
4. Justice Kirby was recommended as a speaker on the basis that he openly identifies as a gay man; is a charismatic speaker; is one of the 3 LGBT Supreme Court Justices in the world and works within the Asia Pacific region.
5. The title and content for the plenary titled *Power, Dependency and AIDS* needs to be simplified and needs to reflect community concerns. The full session should focus on the issues of community strengthening, sexual minorities and gender issues.
6. The topics of leadership and accountability should be left until the end. plenary should present Leadership and Accountability topics that would not only speak to the strategies and key recommendations but provide direction to implement and move toward a more effective response
7. As the Global Fund to Fight AIDS TB & Malaria is a proposed topic, it is recommended that this plenary integrate Community Systems Strengthening (CSS), which for the current GFATM Rounds of 9 and the future 10 includes special initiatives on Gender & Sexual Minorities.
8. The Coalition to propose speakers from the The ICAA's Community Follow Up and CSAT.

### **3. Community Forum, PLWHA Forum**

1. The dates for the various pre-consultations should precede the CF, which would be held on the 8<sup>th</sup> of August preceding the Opening Ceremony.

### **4. Abstract driven presentations, Non-abstract driven program**

The LOC needs to send a request on what they require from community groups and the regional coalition in terms of reviewer for abstract presentation, skills building workshop presentation, references for the rapporteur. It is expected that there will be at least 20 sessions of skills building although this is yet to be confirmed as it depends on other sessions and how many abstracts are submitted. Several workshops will be self-organized with funds raised to bring in facilitators.

## **5. Plans of Networks**

APN+ and APCOM who were not present on Day One of the Meeting of the Coalition were given the opportunity to share the plan of their networks for the ICAAP with the members.

### **APN+**

APN+ in association with the national networks of PLHIV has always involved in organizing the community forums. At the last ICAAP, this took place two days before the main congress. The APN+ Regional Coordinator will travel to Jakarta to hold discussions with networks wanting to join in the forum. APN+ has two working groups: the MSM and the IDU working group, which will be launched in December 2008. APN+ is trying to raise additional funds for the ICAAP but this is proving difficult. APN+ is loosely working with ASAP to try and address the funding issues. The issue of there being too many forums scheduled has also been raised. APN+ shares the feeling amongst members of the significance of ICAAP in that it is regional and prioritizing this over international conferences.

### **APCOM**

APCOM hopes to hold a pre-conference satellite meeting which will include the transgender community over a day to a day and a half. For the Community Forum, the intention is to collapse LGBT and Sex Work and keep the focus on transgender, MSM and PLHIV. APCOM is looking at a strategic framework with a proposal that on the first day, the community breaks into small groups to discuss the issues and report back to the larger group. Given that the community forum is intended to be about partnerships and empowerment, APCOM is interested in holding 5 or 6 guided discussions on key issues to be identified by the Steering Committee. The process as to how to do this is not yet clear.

## **6. Funding issues**

1. The LOC needs to assure that price gauging is not permitted by retailers and other service providers (hotels, couriers, transport, etc).

## **Minimum standards**

The Coordinator provided a brief overview on this item as it was thoroughly covered in both the May and July meetings. A summary is included in the Coordinator's Progress Report.

### **GFATM Civil Society Action Team (CSAT)**

As per the recommendation put forward in the July Meeting, representatives from CSAT were invited to participate in the AGM. CSAT team leader, Abdualah Denovon; CSAT, Maya Putrini and the Coalition Coordinator updated the Coalition Members on the following regarding the progress of the CSAT work:

The main work of CSAT has been on CSS and is an opportunity to utilize community groups to get more involved in the Global Fund process.

The main objective is to endorse the integration of CS at all levels of the HIV/AIDS response.

CSAT has a C proposal for Round 1 and got a category one. Indonesia got Round 8 and in the next Round, will be working within 21 provinces throughout Indonesia. CSAT was awarded with three Category ones on the Global Fund.

CSAT has dual track financing with funding received from both government and the community.

1. CSAT has developed a strong reputation amongst key populations which has resulted in CSAT representatives from outside Indonesia to approach CSAT AP Host about opportunities to work in partnership.

2. CSAT Indonesia has established an informal consultative meeting with CSO from West Kalimantan and CSO from West Java to identify the key problems with CS involvement in Global Fund.
3. Active involvement in the development of two National Networks (IDU and PLHIV)
4. In process of preparing a concept proposal for the Indonesia CCM membership and criteria
5. The PLHIV Indonesia Network has been invited by the CCM Secretariat to become CCM members
6. CSAT Indonesia idea for website development has been approved by the CCM secretariat. CSAT will also take an active role in ensuring that content on the
7. CCM website is in the Bahasa language to make the information accessible to CSOs.
8. CSAT flyer has been designed and will be printed by the end of July.
9. Information gathered through the Ministry of Health as PR based on CSO participation on the Round 4 phase 2.

#### **Next Steps/ General Activities**

- Establish relationship and share information with the LFA
- Use the current CCM political shift as an opportunity to push CS agenda
- Engage in strong advocacy for the key populations of IDUs, MSM, migrant workers and sex workers to be involved directly with CCM members.
- Analysis of information gathered on Round 4 phase 2 as this will be the base line for the CS capacity improvement on Global Round 9 proposal development
- Prepare and undertake a National Consultation Meeting for the Round 9 in cooperation with the National AIDS Commission for National Networks to become SR in Indonesia.
- Conduct a public assessment of CCM role in the past and present to facilitate the push for political change within the CCM in 2009
- Deliver several National consultative forums as soon as possible
- Identify sources for increasing resources in order to operate and implement planned activities

- Assist in process development- how can CSAT help the CCM elect these representatives? Election will be in February 2009 so the person/s need to be identified by January 2009

## **International Harm Reduction Conference (BKK)**

The Harm Reduction Conference will be held in Bangkok from the 19<sup>th</sup> to the 23<sup>rd</sup> of April 2009. Ratri, CARAM Asia and Shiba, APN+ represents the Coalition on the LOC. A major issue has been the lack of government involvement and how to address the issue of policy change given this context. Pascal has made several attempts to liaise with senior officials at ASEAN on this issue but they have not been responsive. The Coalition and APN+ have seats on the ASEAN Task Force and although it is acknowledged that it is not the most effective body, it does provide a platform to work with communities and advocate at a higher level.

It was raised that local drug user networks in Thailand have not been properly consulted about the Conference and the high cost of attends acts to exclude them from the opportunity to participate. It was proposed that the ICAAP be utilized as an opportunity to organize a community village to raise the profile of the Coalition with communities in Thailand and to forge linkages between organizations and communities.

The Coordinator reflected that prioritizing working with Thai locals for the Harm Reduction Conference and the plan of the Coordinator to recruit a Thai local to work with the Coalition are two ways that the Coalition is working towards meeting its mandates.

## **UNAIDS Program Coordinating Board (PCB) Reference Group**

The Coalition Coordinator's term as Asia Pacific NGO delegate to the UNAIDS PCB officially began at the 22<sup>nd</sup> PCM meeting held in Chiang Mai late April. The Coalition Secretariat actively participated in the preparations for NGO delegation activities since June 2007 and helped to prepare for several sessions at the 17<sup>th</sup> IAC where he presented at a session on accountability. On-going activities between the periods of March – August 2008 have included the following:

- a. Twice monthly teleconferences

- b. Preparations for PCB Meeting
- c. Preparations for Mexico
- d. Attend NGO meetings with Member States
- e. Attend NGO Planning Retreat
- f. Recruit new NGO delegates
- g. Extraordinary PCB Meeting
- h. NGO report

In addition to two teleconferences a month, other duties include representing the NGO Delegation on the Bureau alternating with the European Delegate's Alternate and participating on the Steering Committee of the newly launched Communication Facility. Recently the NGO Delegation was involved in the process of interviewing new applicants from the North America, Africa and Latin America/Caribbean regions to fill those vacating slots, the hiring of the new Executive Director to replace Peter Piot and the 2<sup>nd</sup> Independent Evaluation of UNAIDS.

The Secretariat has secured a place for CARAM Asia to represent the Asia Pacific region and provide input to the thematic Session "***On the Move***" for the 24<sup>th</sup> PCB projected to be held in June 2009.

### **Sex worker convention**

The Sex Worker Convention is to be held in 2009. Venues that have been suggested to host the Convention include Bangkok, India and Cambodia. There has been a push to increase the composition of the committee. It has been proposed that the Convention should be led by a community based organization and APNSW is keen to lead the convention, working in partnership with communities. APNSW has proposed that it be held in Cambodia because of what has been happening in terms of the anti trafficking laws.

A total of 250-300 sex workers, with 5 representatives from each country, representing PLWHA, IDU, male, transgender and women are expected to participate in the convention. APNSW expects that 200 full scholarships will be given to sex workers to attend the convention. Initially, the Sex Worker Convention was planned to be held in February 2009 but because it has become such a big event, it will now be held after

ICAAP. Clarification that one of the reasons that the Convention has been postponed is that APNSW were not in agreement with the proposal that UNAIDS select participants to attend the Convention. APNSW argued that this process should be done in consultation with UN representative from each country. UNAIDS has presence there of the UCC to convene meetings with the Sex Workers.

The involvement of the Secretariat will be in helping prepare the concept notes for the Convention

### **Commission on AIDS in Asia (CAA)**

**Presented by Frika Chia Iskandar (WAPN+) and Rico Gustav (APN+)**

Two community representatives were hired by UNAIDS and are working in partnership with HDN, APN+ and CSAT to move forward the recommendations of the report on the Independent Commission on AIDS in Asia 2008.

The Independent Commission on AIDS in Asia is different from any other report the UN has published. The report is based on one hundred face-to-face interviews with key informants and the largest on-line survey on HIV carried out in Asia. As the only representative of civil society, Frika felt supported by the overwhelming response to the online survey and through this and the interviews, felt she was able to give a voice to the diverse group of individuals and communities she was representing.

The report recognizes key populations affected by HIV and specifically identifies women as the population most affected by HIV in Asia. It identifies the significance of the principles of GIPA in guiding responses to HIV and calls for the decriminalization of all behaviors that are barriers to HIV prevention efforts.

The need to mobilize internal funding is highlighted as a significant issue given the current global financial crisis and the likelihood that funding in the areas of social and health issues will be dramatically reduced. Since the report was published eighteen months ago, there has been no further follow up by the commission itself.

Following lengthy negotiations with the RST, a project was executed in January to help adopt the recommendations and realize the recommendations that are strong on CS and capacity building. This project is being carried out in collaboration with the Coalition, CSAT and APN+ throughout the following six countries- India, Vietnam, China, Cambodia, Malaysia and Thailand. Thailand is still pending confirmation. A consultant will be recruited to build the CSS concept note that will feed into the proposal. One major activity will be community advocacy and in undertaking this activity, it was emphasized that there is a need to fit in with the work that has already been done and not replicate the existing in-country process.

There is also work to form a watch dog which is also a recommendation that came out of the report. This will involve a survey and key informants although the process is not yet clear. There is also an idea to develop an advocacy fact sheet based on key population groups. The issue was raised of accountability and CS being held accountable to their constituencies.

## **Restructuring Discussion 2**

### **1. Who are we as a Coalition and who do we represent?**

1. The Coordinator reflected that the majority of the work undertaken by the Coalition has been in South East Asia. The Coalition recognizes its general lack of presence within South Asia and the Pacific region.
2. At the present time, the Coalition operates most effectively in South East Asia. With expansion of its community strengthening project into six countries, CSAT is helping to address this issue on a small scale.
3. The issue was raised as to whether Sub regional networks should be invited to be members of the Coalition. The Coordinator will explore this further and report back to members.
4. The Coordinator advised that in 2009 an MSM specialist will be recruited for CSAT which will expand the Coalition/CSAT into South Asia. There is talk of an MSM network being established in Singapore and Malaysia but uncertain as to whether these proposed networks will have a HIV focus. No members from South Asia but some members represent networks from South Asia.

5. Question was posed as to whether the Coalition chooses to focus on the geographic region it is strong in, i.e. South East Asia or have a broad scope.
6. The need was identified to do broader consultation to identify if there is interest in the Pacific region. The UNAIDS reference group was supposed to start this process by getting focal points for that broader participation from the South Asia group. A significant issue is the expense of working in the Pacific Region given the economic crisis.
7. Suggestion put forward that the Coalition rescales its scope to fit more with the work it is doing. The name should reflect what the Coalition does and the reality is that the Coalition is not active throughout the Asia Pacific.
8. Comment that the issues in the Pacific and in Asia are very different, for e.g. issues around drug use.
9. Suggestion that members meet to discuss this topic and that we action it before ICAAP and have a re branding of the Coalition.
10. Consultation is needed as the Pacific networks may not want us representing them. The Coalition needs to consider this in terms of membership criteria as this will impact on the name we use and how we identify ourselves.
11. Recommendation put forward that the Coalition postpone making a decision on this until the membership criteria is finalized and then we can tweak this to reflect our scope.
12. The Coordinator will raise the issue of representation with the external guests who were present today.

### **3. What do we want to accomplish as a Coalition and how do we do this?**

1. Members who sit on the IAC need to support the LOC.
2. Focus on the ICAAP which is a key priority for all the networks and the forum where the Coalition was initially launched. The ICAAP was identified as a mechanism for moving the Coalition forward.
3. Importance for the Coalition to reflect on lessons learnt. Significant issue is building the reputation of the Coalition and strengthening our link with friends and partners. Inviting guests to today's meeting has been a step towards achieving this. The Coordinator reaffirmed the role he sees in continuing to build and develop partnerships.

## Evaluation

The Coordinator elicited feedback from participants on the two day meeting. The following comments were made:-

1. Suggestion that in future, documents be numbered for easy reference
2. Comment from MC Representative that this has been a clear and transparent process.
3. Approval of opening up the meeting on the second day to include partners and potential members. This instigated discussion about other guests and topics for inclusion in future meetings.

## Summary of Decisions, Actions & Next Steps

1. The MC and Coalition Members accepted the Meeting Report: Developing the Way By Which We Work II, July 2008.
2. The MC agreed with the RC's recommendation to register the Coalition as an INGO in Thailand. However, MC stated that it is essential to first ask TSF to fund an external consultant to do the research to eliminate any potential conflict of interests.
3. Recommendations on the Working Agreement were made as follows:
  - a. A letter will be sent to Coalition Members by the **30<sup>th</sup> of November 2008** with a copy of the Working Agreement attached.
  - b. Coalition Members will be given two weeks to comment and sign off on the document; the date was set for the **15<sup>th</sup> of December 2008.**
  - c. A review will be conducted on the Working Agreement every quarter once it has been operationalized.
  - d. A full review will be provided at the Coalition AGM in 2009.
4. In regards to Administrative issues, the MC issued the following recommendations:-
  - a. The RC should consult with HDN to see if they can partner with the Coalition to complete the translation for ALLIANCE.
  - b. A verbal exit interview with Ms. Ong will be facilitated by Pascal. The date for the interview was set for no later than the **3<sup>rd</sup> of December, 2008.**
  - c. All staff need to have some form of contract or agreement prior to starting work with the Coalition.
  - d. Suksma Ratri was designated as the MC member who will sign off on all contracts and staff agreements.
  - e. A criteria or format for performance evaluations should be created to streamline this process and to ensure transparency.
5. Pending approval from the Coalition, the following recommendations were put forward by the MC in regards to the process for dealing with the APCASO financial issues:-

- a. All MC members voted that the money for the airline ticket must be returned to the Coalition and APCASO must provide the required financial statements which were due in April 2005.
  - b. Pascal volunteered to draft a letter to APCASO. The recommended timeframe is as follows: the letter will be sent on the **30<sup>th</sup> of November 2008** **with a deadline of 15<sup>th</sup> of December 2008** for a response from APCASO.
6. MC discussions regarding financial matters concluded that:-
- a. In future provide actual accounts (internal) to the MC and Coalition members.
  - b. The MC need to sign off on all expenditure or changes for the allocated funds.
  - c. There needs to be more transparency in terms of financial accounting.
  - d. There needs to be a contingency plan to support the Coalition if there are delays in funding.
  - e. The contract with APN+ needs to be revaluated prior to signing a new one in 2010.
  - f. MC must be kept informed on rental agreements and their approval is needed if a space is selected.
  - g. In future, all financial statements or expense records should be done in landscape format, with not confusing headers and it should all be done in one currency; preferably dollars.

On Day one of the Coalition meeting, the Coordinator provided an overview of the meeting of the MC which was held on Saturday the 22<sup>nd</sup> of November 2008. Recommendations from the MC were submitted to the Coalition for approval, which were accepted.

- 1. Small working groups have been formed to address the six main items that remain outstanding from the July meeting:

**WORKING GROUPS (Tentative)**

ITEM	NETWORK REPRESENTATIVE
TOR	Vince
MOU with APN+	Vince

Code of conduct	Scott, Khartini, Denovan
Mechanism, processes	Pascal, Khartini, Vince
Membership criteria	Berend, Kanna, Brahm, Lok
Policy on sign-ons	Ratri, Maya, Vince

2. The working groups as above are tentative and must be submitted to the Board for formal approval.
3. A first draft will be due on the first of February with a week for comments. The deadline for completion of the final draft, which will be a work in progress, will be the **15<sup>th</sup> of February 2009.**
4. The Coordinator requested that he be cc'd in all correspondence relating to the undertaking of the working groups.
5. The Coordinator will circulate an email list, Skype IDs and mobile numbers for each of the working groups.

Decisions were made in regards to the realignment of ASAP with the Coalition as follows:-

1. The ASAP realignment is on hold and the ASAP representative will work with the Secretariat.
2. Proposal that the Coalition submits joint funding applications
3. ICAAP to be used as a forum to launch the new logo.
4. ASAP requested flexibility in work space of the Coalition to accommodate members.

Dede Oetomo, APR representative, announced that APR will be disbanding. The following decisions were made relating to the closing of the network:-

1. The Secretariat will work with Dede to follow up on financial issues and keep the Coalition and MC informed on this issue.
2. APR will retain its membership status as a founding member of the Coalition.
3. APR to request details of remaining funds along with details of an exit plan.
4. The Coordinator will work with Dede to address the issue of the gap of representation of sexual minority groups within the Coalition. On this point, it was

advised that APCOM has approached the Secretariat to develop an MOU to work together.

The Coordinator presented the Coalition Financial Report for the period of January to November 2008. The following decisions were accepted:-

1. In future all financial reports will be generated by an accountant
2. The Coordinator will prepare a separate document for the period covering Year 4 (December 2006-November 2007) as more information is needed from APCASO to accurately report on that period.
3. Core funding for the Secretariat until the 1<sup>st</sup> of March 2008. Therefore, some charges will be drawn from PO4 (Program Year 4), RES (Reserves) and REIM (Reimbursement).
4. The Coordinator to clarify the exact amount of the monthly rental agreement with APN+.
5. All expenses exceeding the budgeted amount USD 10 800 should be subtracted from the AusAID/UNAIDS Grant (USD 45 660 received from WHO on the 2<sup>nd</sup> of May 2008).
6. Any expenses after the 1<sup>st</sup> of March 2008 can be charged to the appropriate line item in the AusAID/UNAIDS budget.

In regards to the outstanding financial issue with APCASO, the following recommendations were put forward by the MC and accepted by the Coalition:-

5. Pascal will draft two separate letters: one letter will address the personal misconduct issue and the other letter will cover the details of the organizational/ business issue as detailed above. Both letters will be sent to the legal board of APCASO via email and post.
6. Khartini will provide Pascal with the names and legal information of the legal board of APCASO.
7. Failure of APCASO to respond to the Coalition by the deadline will result in potential termination of membership of the Coalition.
8. Khartini will provide Pascal with the names and legal information of the legal board of APCASO.
5. Proceed with independent audit review process proposed, regardless of outcome of APCASO financial issues.

6. Deadlines for APCASO to respond to the letters will be timed to coincide with the signing of the Coalition Working Agreement. Letters will be sent on the same day with timelines specified as follows:
  - a. Personal misconduct/air tickets issue: letter to be sent on the **30<sup>th</sup> of November 2008 with deadline for a response by the 15<sup>th</sup> of December 2008.**
  - b. Business/organizational issue: letter to be sent on the **30<sup>th</sup> of November with deadline for a response by 5<sup>th</sup> of January 2009.**

Regarding Coalition Communications, the Coordinator requested the following:-

1. All networks provide a schedule of activities for a shared calendar up to a period of at least 3 months, preferably up to ICAAP.
2. That there is a link to the networks created on the Coalition website.

The following recommendations were made in regards to the 9<sup>th</sup> ICAAP:-

**1. Community Forum:-**

- a. The Coalition will use the community forum as a space to bring together the recommendations from all the individual pre-consultations by key populations.
- b. The date for the Community forum should be on the 8<sup>th</sup> of August

**2. Plenary Sessions:-**

- a. Every plenary session should have one community speaker; and they should represent one of the key populations.
- b. The Plenary that focuses on UA; the focus should be on how the community is working towards achieving UA and the challenges they face for the 2010 deadline.
- c. The title and content for the plenary titled *Power, Dependency and AIDS Governance* is too complex; this topic needs to address community concerns, which is not being reflected at the moment. The full session needed to be more focus on strengthening the community- it should focus on CSS, gender, sexual minorities.
- d. Leadership and accountability topics should be kept for the last plenary session
- e. There needs to be more discussion on the speakers selected, as they need to reflect the changing dynamics in the response to AIDS in Asia and the Pacific. It

was recommended that different speakers be selected, who have not been heard at other International conferences and meetings and they speak on issues that have not been addressed previously or are based around the target populations

- f. Justice Kirby was recommended as a speaker

### **3. LOC**

- a. The Loc needs to assure that price gauging is not done by the retailers and other service providers (hotels, couriers, transport, etc)

- b. The Loc needs to send a request on what they require from community groups and the regional coalitions in terms of reviewer for abstract presentation, skills building workshop presentation, references for the rappateour

- c. The Loc must ensure there are community (key affected populations; listed on the coalition working agreement) and PLHIV representatives on the sub committees.

### **4. CAA**

- a. There should be a follow up on the ICAA at the 9th ICAAP

- b. There needs to be a segregation or breakdown of the ICAA recommendations and look at country specific and key population; as per the recommendations by the ICAA for advocacy.

- c. Fact sheet template for all three sub populations; based on recommendations on each of them and identifying specifically the issues that affect key populations

- d. Need to coordinate between groups and to work together on implementing ICAA recommendations

- e. Need to look at what other organizations are doing and the effectiveness of their work on this issue; as the coalition represent key affected populations they need to be consulted and implement work on the recommendation

- f. The Coalition must ensure that the community's voices are heard

The Coordinator will undertake the following tasks in regards to the recruitment of interns to the Coalition:

1. Request proposals from potential interns on their interests and experiences and assess how this fits with the Coalition.
2. Circulate the resumes of candidates to Coalition Members.
3. Follow up with HDN and CARAM for their policy on volunteers and interns.

In general discussions, the following recommendations were made:-

1. It was decided that in future, no meetings of the Coalition to be held on weekends.
2. TORs of the current Coalition representation, including descriptions of roles and responsibilities, be included in the Work Plan or Working Agreement, or both.
3. It was suggested that the Coalition utilize the 'hub' as a way to ensure continuity between ICAAP meetings and as a forum to plan activities for the next ICAAP. It was also proposed that the Coalition look into replicating an alternative community model.
4. Identify champions amongst the IAC, ASAP and the LOC.
5. The Coordinator will circulate the list of IAC members.

## **APPENDIX A: Participant list**

**Developing the foundation by which we work III**

22<sup>nd</sup> - 24<sup>th</sup> November 2008

Windsor Hotel , Sukhumvit Rd, Soi 20, Bangkok , Thailand

**Coalition Meeting Day One: Sunday 23<sup>rd</sup> November 2008**

### **PARTICIPANT LIST**

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16	Cathy Kolokitas	APN+	<a href="mailto:cathy@apnplus.org">cathy@apnplus.org</a>

**Coalition Meeting Day Two: Monday 24<sup>th</sup> November 2008**

**PARTICIPANT LIST**

	<b>Name</b>	<b>Organization</b>	<b>Email</b>
1	Berend Westera	APN+	<a href="mailto:bwestera@xtra.co.nz">bwestera@xtra.co.nz</a>
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18	Scott Hearnden	ASAP	<a href="mailto:aidssocietyvap@live.com">aidssocietyvap@live.com</a>
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## APPENDIX B: Agenda

### COALITION MEETING DAY ONE: Sunday 23<sup>rd</sup> November 2008

Time	Content	Notes/Facilitator
0830-0900	• Arrival	
0900 – 0915	• Welcome by Secretariat • Introductions of Network Representatives • Introduction of Rapporteur and House Keeping	Vince & MC Rep
0915 – 0930	• Goals of the next 2 days • Review of May & July 2008 Meeting Report • Presentation and approval of meeting agenda • Expectations of Coalition Members • Parking Lot	Vince Vince
0930 – 1015	• Presentation of Final Draft Coalition Working Agreement • Discussion	Vince
1015-1045	Report back from MC Meeting	Vince or MC Rep
1045 – 1100	<b>BREAK</b>	
1100 – 1130	Restructuring Discussion I Role of Founding Members Role of New Members Should Secretariat Register as an International NGO	Vince
1130 - 1230	Updates From July 2008 ASAP (relationship realignment) APR (support desired)	Vince
1200 – 1300	<b>LUNCH</b>	
1300 – 1400	• Review of Coalition Secretariat for the period March to November 2008 • Activities • Financial Reports for 2007 & 2008-2010 • MOU With APN+	Vince
1400-1430	Review of Coalition Work Plan Mar 2009- Feb 2010 ○ Progress Report ○ Introduction of Staff (Program Reports on 24 <sup>th</sup> )	Vince
1430 - 1530	From the Network*s What are you going to do this year? What are some opportunities that the other Networks can work with you on?	Vince
1530 – 1545	<b>BREAK</b>	
1545 –1700	From the Networks (cont) Timeline and Calendar	Vince,
1700 – 1730	Parking Lot	Vince
1730-1800	<b>CLOSING</b>	All

\*Speaking Order: ASAP, APCASO, APR, APN+, APNSW, AHRN, CARAM Asia

**Dinner with Coalition's Friends and Supporters**

**COALITION MEETING DAY TWO: Monday 24<sup>th</sup> November 2008**

<b>Time</b>	<b>Content</b>	<b>Notes</b>
0900 - 0915	Recap of Day 1	Vince
0915 – 1045	Update of 9 <sup>th</sup> ICAAP <ul style="list-style-type: none"> <li>o Role of Seven Sisters</li> <li>o Plenary topics and speakers</li> <li>o Community Forum, PLWHA Forum</li> <li>o Abstract driven presentations, Non-abstract driven programme</li> <li>o Plans of Networks</li> <li>o Plan of Seven Sisters,</li> <li>o Funding issues</li> </ul>	Vince/Denovan ASAP Ellis Widen (TBC)
1045 – 1100	Break	Vince
1100 – 1130	Minimum Standards	Vince
1130 – 1215	<b>CSAT</b>	Vince
1215– 1300	PCB Update and next steps International Harm Reduction Conference (BKK) Sex Worker Convention Other 7S Secretariat Activities	Vince/
1300-1400	Lunch	
1400- 1500	Independent Commission on AIDS in Asia	Rico
1500-1600	Restructuring Discussion 2 Who are we as a Coalition? Who do we represent? What do we want to accomplish as a Coalition? How do we do this? Do the activities we've spoken of today reflect this?	Vince
1500 –1530	<b>BREAK</b>	
1600 – 1700	Restructuring (Continued) Timeline/Calendar Dec 2008- February 2010	Vince
1700 - 1730	Parking Lot	Vince
1730 -1800	Closing	

## APPENDIX C: Financial Report

### COALITION WORKING BUDGET 2008

#### Inward Transfers

DATE	SENDER	USD	EXCH	FEE	THB	CODE/NOTES
24/04/07	APCASO	25654.00	34.77	500	891489.58	P04
01/08/07	MAYBANK	29960.00	33.73	500	1010050.80	RES, Reserve funding. Can be used at Coalition's discretion
08/08/07	ESPIRITIA	1045.00	33.82	200	35141.90	REIM, plane ticket and per diem to Indonesia July 2007
06/12/07	INT. AIDS (IAS)	1613.90	33.75	200	54269.13	REIM, plane ticket and per diem to Paris Nov 2007
06/12/07	UNDP	3370.00			113569.00	MSCVSP, in Malaysia time Nov 07 to Mar 08.
15/01/08	APCASO	29977.00	33.12	500	992338.24	P04
07/03/08	APCASO	19960.00	31.50	500	628240.00	P04
25/03/08	ICASO	41111.76	31.49	500	1294109.32	CSAT,
02/05/08	WHO	45660.00	31.65	500	1444639.00	CORE, AusAID/UNAIDS agreement for Core Funding. 2 <sup>nd</sup> payment is in process
27/06/08	INT. AIDS (IAS)	2000.00	33.32	200	66440.00	IAC, Mexico City July-Aug 2008, Reimbursement for airfare approx. USD 3900 pending
15/08/08	ALLIANCE	1000.00	33.68		33680.00	CFP, starts July 2008
10/09/08	ICASO	32000.00	34.48	500	1102860.00	CSAT
12/11/08	WHO	7430.00	34.83	500	258,286.90	Final MSCVSP

#### Monies Received

CODE	BUDGET	RECEIVED	REMAINING	NOTES/TIME FRAME
P04	75591.00	75591.00		Dec 06 – Nov 07
RES	29960.00	29960.00		Alt. CF & 7 <sup>th</sup> ICAAP
MSCVSP	10800.00	10800.00		Nov 07 – Mar 08
CSAT	100325.00	73111.76	27213.24	Jan 08 – Jan 09
CORE	114150.00	45660.00	68490.00	Mar 08 – Feb 09
IAC	2000.00	2000.00		Jul 08 - Aug 08
CFP	3000.00	1000.00	2000.00	Jul 08 – Jul 09

**TOTAL IN ACCOUNT: 2,016,137.03 or USD 57,210.30 (21/11/08)**

**Note:**

**Submitted Actual Expenses Jan 08 – Sept 08**

CODE	BUDGET	RECEIVED	ACTUAL EXP	RECEIVED REMAINING
P04 Secretariat MSCVSP	75591.00	75591.00	79880.00	-4289.00
RES	29960.00	29960.00		
MSCVSP Malaysia	10800.00	3370.00	10829.00	
CSAT	80325.00	73111.76	24143.00	48968.76
CORE	114150.00	45660.00		
IAC	2000.00	2000.00	2000.00	
CFP	3000.00	1000.00		1000.00

**Actual Expenses from Records Through September 2008**

CODE	BUDGET	RECEIVED	ACTUAL EXP	RECEIVED REMAINING
P04	75501.00	75501.00	79880.00	-4289.00
RES	29960.00	29960.00	4000.00	259960.00
MSCVSP Malaysia	10800.00	3370.00	11415.29	-615.29 from CORE
CSAT	100325.00	73111.76	36888.00	44359.76
CORE	114150.00	45660.00		
IAC	2000.00	2000.00	2000.00	
CFP	3000.00	1000.00		2000.00

**7 Sisters Shared Expense Contributions From Budget To June 08**

MONTH	TOTAL USD	CSAT USD	AusAID USD
JAN	1340	1012	---
FEB	1340	1012	---
MAR	1340	1012	656
APR	1340	1012	656
MAY	1340	1012	330
JUN	1340	1010	330
TOTAL	8040	6070	1970

**7 Sisters Shared Expense Contributions From Budget To Dec 08**

MONTH	TOTAL USD	CSAT USD	AusAID USD
JUL	1340	335	1005
AUG	1340	335	1005
SEPT	1340	335	1005
OCT	1340	335	1005
NOV	1340	335	1005
DEC	1340	335	1005
TOTAL	8040	2010	6030

7 Sisters Monthly Shared Costs

DESCRIPTION	TOTAL USD	% CSAT .25	% AusAID .75
Accountant USD 140 x 12	1680	420 CSAT	1260 CORE
Office Rent USD 600 x 12	7200	1800 CSAT	5400 CORE
Communication USD 300 x 12	3600	900 CSAT	2700 CORE
Office Maintenance USD 150 x 12	1800	450 CSAT	1350 CORE
Stationery USD 150 x 12	1800	450 CSAT	1350 CORE
TOTAL	16080	4020	12060

*Currently the Shared Expenses are Withdrawn after 6 months*