



MOVING FORWARD INTO 2010

The Coalition of Asia Pacific Regional Networks on

HIVAIDS

22nd – 24th September 2008

Zenith Hotel, Sukhumvit Rd, Soi 3, Bangkok, Thailand

ANNUAL GENERAL

MEETING REPORT

2009

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Reference list of Abbreviations

AB:	Advisory Board
AGM:	Annual General Meeting
AHRN:	Asian Harm Reduction Network
AIVL:	Australian Injecting and Illicit Drug Users League
ANPUD:	Asian Network of People Who Use Drugs
APCASO:	Asia Pacific Council AIDS Service Organizations
APCOM:	Asia Pacific Coalition on Male Sexual Health
APMERG:	Asia Pacific Monitoring and Evaluation Group
APNSW:	Asia Pacific Network of Sex Workers
APN+:	Asia Pacific Network of People Living with HIV
APR:	Asia Pacific Rainbow
APTN:	Asia Pacific Transgender Network
ARCAT:	Advocacy and Research on HIV Counseling and Testing
AS:	Advocacy Strategy
ASAP:	AIDS Society of Asia Pacific
ASEAN:	Association of South East Asian Nations
ATFOA:	Asian Task Force on AIDS
AusAID:	Australian Government Overseas Aid Program
CAA:	Commission of AIDS in Asia
CARAM:	Coordination of Action Research on AIDS and Mobility
CBO:	Community Based Organization
CC:	Coalition's Consultation
CCM:	Country Coordinating Mechanism
Coalition (7S):	The 7 Sisters
CS:	Civil Society
CSO:	Civil Society Organisations
CSAT:	Civil Society Action Team
CSS:	Community Systems Strengthening
DU:	Drug Users
ESCAP:	Economic and Social Commission for Asia and the Pacific
GFATM:	The Global Fund to Fight AIDS, Tuberculosis and Malaria
GIPA:	Greater Involvement of People Living with HIV/AIDS Principle
GNP+:	Global Network of People Living with HIV
HACC:	HIV/AIDS Coordinating Committee
HCV:	Hepatitis C Virus
HDN:	Health and Development Networks
HLM:	High Level Meeting
HSS:	Health System Strengthening
IAC:	International AIDS Conference (Global)
IAC:	International Advisory Committee (9 th ICAAP)
IAS:	International AIDS Society
IACW:	Inter-American Commission on Women
ICAA:	Independent Commission of AIDS in Asia (UNAIDS)
ICAAP:	International Congress on AIDS in Asia and the Pacific
ICASO:	International Council of AIDS Service Organisations
ICW:	International Community of Women Living with HIV/AIDS
ICRW:	International Center for Research on Women
IPPF:	International Planned Parenthood Federation
IDU:	Injecting Drug Use
INPUD:	International Network of People Who Use Drugs
IRAC&M:	International and Regional Conferences/Meetings
ITPC:	International Treatment Preparedness Coalition
JOTHI:	Jaringan Orang Terinfeksi HIV Indonesia
KAP(s):	Key Affected Population(s)

LOC:	Local Organizing Committee
MAC:	Malaysian AIDS Council
MC:	Management Committee
MOU:	Memorandum of Understanding
MSCVSP:	Minimum Standards of Participation of Civil Society in the UA Process
MSM:	Men who have Sex with Men
NACP:	National AIDS Control Program
NGO:	Non-Government Organization
PLHIV:	People Living with HIV
PCB:	Program Coordinating Board
PATP:	Prevention and Treatment Project
PITC:	Provider Initiated Testing
PUD:	People Who Use Drugs
RC:	Regional Coordinator
RST:	Regional Support Team
SP:	Strategic Plan
SRHR:	Sexual Reproductive Health and Rights
SW:	Sex Work
TG:	Transgender
TOR:	Terms of Reference
TRIPS:	Trade-Related Aspects of Intellectual Property Rights
TS:	Technical Support
TSF:	Technical Support Facility
TSF SEAP:	Technical Support Facility for South East Asia and the Pacific
UBW:	Unified Budget and Work Plan
UNAIDS:	Joint United Nations Program on HIV/AIDS
UNGASS:	United Nations General Assembly Special Session
VCSPA:	Vietnam Partnership Platform on AIDS
VCT:	Voluntary Counseling and Testing
WAC:	World AIDS Campaign
WHO:	World Health Organization
7 Sisters (7S):	The Coalition of Asia Pacific Regional Networks on HIV/AIDS

I. KEY RECOMMENDATIONS AND ACTIONS OF THE 2009 ANNUAL GENERAL MEETING

1. A final letter was sent to APCASO to close out the longstanding financial issues and APCASO will be mentioned as Founding Member in all documents where relevant and appropriate.
2. The Coalition's Working Agreement was approved; the Coalition Members all signed a cover page stating that they agree with the principles of the WA and were part of drafting the agreement; with the working agreement as an annexure and initialized by the members.
3. The Memorandum of Understanding (MoU) was adopted as part of the Coalition's organizational documents; the MoU will be used as a living document, in deference to original recommendation to use the WA, which will now be only signed by the Coalition's Founding Members.
4. The MoU has to be signed by the Executive Director's or their designee of each Network or Partner.
5. The Regional Coordinator is the focal point for all communication with the Coalition.
6. The Word Key Affected Populations (KAPs) will be used in place of Most At Risk Populations (MARPs).
7. A listing of the groups defined, as KAPs will added to all Coalition organizational documents
8. The MC prefers to enhance the present logo rather than creating a new one.
9. The Coalition's financial report was approved and an audit will be done at the end of Year 2.
10. The Regional Coordinator title will be upgraded to Executive Director, based on the review of the RC's work. The Program Coordinator title will be upgraded to Regional Program Coordinator.
11. The RC's (now Executive Director) salary will be increased; as per International standards.
12. The MoU with APN+ was approved.
13. The Secretariat will move forward in registering the Coalition in Thailand.
14. The Secretariat will form a working group with ASAP to strengthen ICAAP partnership.
15. The Coalition will look into becoming a member of ASAP.
16. The Secretariat can proceed with contracting TSF to provide support for APTN and APCOM.
17. The Coalition will formalize a technical partnership with Burnett Foundation
18. At present the Coalition was in agreement not to boycott the 10th ICAAP.
19. All members were happy with the restructuring and fully support it.
20. The Secretariat will now establish the practice that the AGM will now be held in September.
21. The Secretariat will formalize the internship programme.
22. The Coalition will develop the new strategic plan.

II. AN OVERVIEW

The Coalition's 2009 Annual General Meeting (AGM) was funded under the AusAID/UNAIDS Year 2 Grant effective March 2008- February 2010. The AGM reviewed the Secretariat activities from December 2008 to August 2009, planned Coalition activities for the time leading up to the renewal of the AusAID funding in 2010, Evaluated the 9th ICAAP experience, and identified the strategic directions the Coalition (7S) will take to undertake in 2010. Coalition (7S) also welcomed new members Asia Network of People Who Use Drugs (ANPUD) and the Asia Pacific Transgender Network (APTN). Strategic Partners joining the AGM were Asia Pacific Coalition on Male Sexual Health (APCOM) and for the first time, International Community of Women Living With HIV (ICW).

A. BACKGROUND INFORMATION

2009 marks eight years of existence for the Coalition (7S). The HIV epidemic continues to grow increasingly complex; stigma and discrimination still prevent Asia Pacific's Key Affected Populations (KAPs) from accessing the Prevention, Treatment, Care and Support they need and the networks and organizations that serve these KAPS are challenged to mobilize the resources needed to build and sustain programs.

The Coalition (7S) strives to give voice to the HIV driven needs of the Asia Pacific's KAPS at national, regional and global levels. The Coalition (7S) 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 collaborate on common issues, generate and share strategic information on many issues.

B. MEETING OBJECTIVES

1. Management committee well informed on Coalition developments, financial statements and outstanding issues settled.
2. Clear Next steps and Action plans with timeframes identified for Secretariat to follow up.
3. ANPUD and APTN understand the Coalition and Vice versa. Both move forward in the process of joining the Coalition.
4. Agreement on better engagement, representation and highlighting of Key Affected Population (KAPs) issues at different foras.

MANAGEMENT COMMITTEE MEETING:

22nd September 2009

I. INTRODUCTION

1. Mr. Vince Cristosomo, the Regional Coordinator (RC) for the Coalition of Asia Pacific Networks on HIV/AIDS (The Coalition or 7S) opened the meeting by welcoming the Management Committee and providing an overview of the objectives for the meeting.

A. AGENDA

Annex 1: Agenda

2. The RC went over the new policy for developing and reviewing the agenda for meetings. He stated that as of July 2008 The Coalition operates on the following procedure:
 - a. Agenda posted two weeks in advance of the meeting for Coalition's feedback
 - b. Feedback accepted for 1 week after posting and the Agenda modified accordingly
 - c. Finalized Agenda posted 1 week before the meeting
 - d. 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
 - e. Those topics not addressed will be left for the next day's Parking Lot.
 - f. A Process will be developed to address unresolved topics and issues.
3. The MC reviewed and approved the agenda with changes for the 24th September, 2009 (The Coalition Meeting Day 2) as follows:
 - a. Khartini will be allocated time to showcase a video for the perusal of the MC, Board and Strategic Partners.
 - b. Pascal will be facilitating the UNGASS session and will be allocated time to make a personal address to the members of the Coalition.

B. THE SHARING OF EXPECTATIONS FOR WORKING TOGETHER

Annex 2: Participants List

The Management Committee (MC), Regional Coordinator and other 7 Sisters staff present shared the following expectations:

4. The Regional Coordinator opened this session by giving a brief background on how it was time for the Coalition to move forward in terms of addressing pending issues and to complete the restructuring process.
5. He also talked about how for the last two years the Coalition was trying to move towards being an advocacy orientated body that would represent key affected populations (KAPs) and once the restructuring is completed this will be the case. It was time to build on the strong points of the Coalition and leave all the negativity in the past years behind.
6. He further stated his expectations for the meeting was to cover the following:
 - a. Get through all documents
 - b. Review work plan, finances and programs
 - c. Discuss Coalition's focus on KAPs
 - d. Discuss partnerships

- e. Address any pending issues
 - f. Launch Coalition into its next phase
7. The MC and other staff members were in agreement on the expectations of the RC and also added the following:
- a. All issues since the last AGM have to be addressed and sorted out.
 - b. We want to see things moving ahead according to work plan with proper timelines, targets and the ability for the MC to track the progress.
 - c. Clear steps to close pending issues (i.e. APCASO issue) with proper deadlines.
 - d. Complete the restructuring of the Coalition.

II. REVIEW OF THE MC EMERGENCY MEETING (EM)

Annex 3: KL Emergency meeting recommendations

1. The MC and Secretariat along with representatives from ASAP and AHRN held an Emergency meeting in Kuala Lumpur, Malaysia on September 7th and 8th, 2009.
 2. The recommendations were reviewed and the Regional Coordinator provided updates. The updates are below the recommendations, if they were addressed.
 - **EM Recommendation:** Vince will type up a short response to APCASO. APCASO can respond to this by writing at least 5 days prior to the 4th AGM. The MC will discuss the merit of their response and after which will decide whether to engage APCASO in a different meeting after the AGM.
 - **EM Recommendation:** APCASO will not be invited in the 4th AGM.
 - **EM Recommendation:** In the 4th AGM decision will be taken on APCASO issue and a brief (1 pager) of the process that we followed and opportunities given to APCASO will be prepared. The same will be shared with people who ask on reasons and face to face to be held whenever necessary.
 - **EM Recommendation:** APCASO will be acknowledged as a founding member in all documents and website of the Coalition where relevant and appropriate.
 3. **Update:** A short response to APCASO was sent detailing the recommendations above. The response also clarifies the position of the MC and Board on this issue.
 - **EM Recommendation:** No MC or board member will conduct side meetings with anyone on this issue. Failure to comply will result in expulsion from the MC or Board. Any issue or questions will be directed to the RC.
 4. **Update:** RC will be the point of contact for all issues, and should be copied on all correspondence in regards to 7 Sisters work.
- EM Recommendation:** MC members are required to be representatives of KAPs populations their networks represent
5. **Update:** Vince wanted to clarify CARAM Asia's role in the Coalition; since they are not a network representing mobile or migrant populations or KAPs as such, CARAM representative will act as focal point for Mobile Populations and CARAM Asia will in addition to Founding Member status will be a Technical Partner providing expertise on migration.

6. **Update:** Word Key Affected Populations (KAPs) will be used in place of Most At Risk Populations (MARPs) and the listing of the groups defined as KAPs should be in all Coalition organizational documents

EM Recommendation: Movement of Vince and Giten to be kept updated to the MC.

7. **Update:** The travel Schedule of the RC and the Programme Coordinator (PC) will be provided through Monthly updates to the MC.

EM Recommendation: The Coalition Secretariat to contact someone (Thai) from HDN who has been through the registration process recently for advice and direction.

8. **Updates:** The Secretariat is in the process of exploring different options:
 - a. Hiring the auditor from the APN+ office to provide advice on the registration process.
 - b. Contracting a consultant through TSF, who has agreed to provided funds for a consultant, and hire a local point person (Thai National) to support the consultant.
 - c. Approach HDN for recommendations and advise on the registration process.

Recommendation: The management committee recommended that the Secretariat to take these options forward and that a consultant should be hired to provide recommendations and to support the secretariat in completing the registration process.

EM Recommendation: Regular meetings (virtual) of the MC to be conducted at least once a month probably on a fixed date and Vince can use UNAIDS teleconference facility to do this.

9. **Update:** MC communication with the Secretariat will be held every 4th week of the month either through conference call (Skype recommended) or by email. The form of communication will be decided on the 3rd week of every month

EM Recommendation: Vince to work out Year 1 balances of the core funding.

10. **Update:** The Secretariat will provide the Board with an expenditure sheet for Year 1. In addition, a monthly expenditure review with broad categories will be provided to the MC.

EM Recommendation: Vince to send out Working Agreement one more time to all members.

11. **Update:** The Working Agreement was sent out to all members on September 17th, 2009.

EM Recommendation: Working Agreement to be signed during the AGM by the network representatives. Network representatives to sign and not executive directors.

12. **Update:** The MC members decided to move forward in having the WA signed by all current Founding Members during the AGM.

EM Recommendation: After restructuring, MoUs will be signed with Members, Technical and Strategic Partners. There will be clauses of transparency, accountability and other associated principles in the MoU.

EM Recommendation: A draft MoU to be ready for discussion by AGM.

13. **Updates:** The Secretariat stated that the overall format of the MoU has already been developed and has to be approved by the MC and the Board. Then it will be adapted to each organization in the Coalition. Once this is done it will be given to the organizations to sign.

14. **Update:** The MoU with APN+ has already been developed and we are waiting for approval from APN+ steering committee.

EM Recommendation: Code of conduct to be developed in draft and kept ready by AGM.

15. **Update:** The Code of Conduct has been developed by the Secretariat using recommendations from the mid-term evaluation. The Secretariat has prepared a draft, which will be circulated by email to the MC and the Board for comments and then finalized.

EM Recommendation: All systems, documents and processes to be developed after the restructuring and the MC during the AGM will clearly define the same with set deadlines for the Secretariat to take it forward.

Conflict of interest policy needs to be drawn up

16. **Update:** The Secretariat stated that the following documents are still required or needs to be updated:

- a. Procedure Manual: The Coalition is currently operating under APN+, but due to different mandates between both organizations, separate systems are required.
- b. Constitution.
- c. Conflict of Interest policy.

III. ORGANIZATIONAL STRENGTHENING

A. WORKING AGREEMENT (WA)

1. In clarification to what was stated in the last AGM, that the WA should only be signed after the APCASO matter was settled, the MC agreed to go ahead and have the WA signed at this meeting.
2. In addition, the working agreement has been updated by the Secretariat and will only be signed by the active Founding Members. The network representatives will sign the WA during this AGM. Network representatives to sign and not executive directors.
3. As opposed to the decision of the last AGM, the WA will be the foundation document, which will inform and formulate the basis of the MoU.
4. All other Coalition members and partners will now sign the MoU, instead of the WA.

B. MEMORANDUM OF UNDERSTANDING

5. The Memorandum of understanding (MoU) will form an integral part of the Coalition membership and will have shared values, principle and roles and responsibilities for all members to abide by.
6. The MoU will be adapted to each organization and address the needs of their constituency. For example when there is something specific around sex workers that the Coalition has to deal with, it will refer it to the Coalition member representing sex workers
7. The MoU sets the grounds rules for partnership, roles and responsibilities of both the member organisation and the Secretariat.
8. If the Secretariat is approached by International or Regional organizations to attend meetings they will inform the Coalition member who is best suited to attend the meeting; as per their organizations mandate and their constituency.

9. The Regional Coordinator also wanted all members to know that if their organization cannot send a representative to meetings for which they have been asked to attend by the Secretariat, they should provide talking points to be used by a representative selected by the Secretariat.

10. Changes to the MoU draft by the MC were as follows:

- The MC wanted the Secretariat to add disclosure of information to the MoU to formalize the above points.
- The MC wanted clause 7 (see draft MoU) changed from 90 working days to 90 Calendar days.

11. The recommendations of the MC and RC were as follows:

The Regional Coordinator recommended that all documents are required to have a date and signature for both when the draft document is approved and when it is finalized.

The Draft MoU will be sent out to all Coalition members for feedback and comments. The deadline for finalizing the MoU will be 31st October 2009.

Code of Conduct

14. The Code of Conduct developed by the Secretariat was presented to the MC.

15. The main focus of the Code of Conduct is the role of the Coalition as an advocacy body and addressing the needs of KAPs.

16. Below is a summary of the discussion around certain clauses in the Code of Conduct:

Clause # 1: Seek inputs from Key affected populations that we represent;

Clause # 2: Report back to the Community:

17. The Secretariat is in the process of developing a Report Back/Feedback mechanism linked to the website, so that KAPs can share their issues and will report back to the same posting. The webpage will also upload issues discussed by the Coalition and the recommendations. This will address the clauses of the Code of Conduct and support the participation of KAPs in the Coalition work.

Clause # 3: Increasing participation of KAPs;

18. This is part of the new direction of the Coalition, and it will be strengthened with MC members to be treated as representatives of the key affected populations, rather than representing their Secretariat. Also all work with focus on advocacy around KAPs and to increase their participation in all forums.

Clause # 4: Mentoring new Community representatives;

Clause # 6: Foster a culture of inclusion.

19. The Regional Coordinator stated that these two clauses were very important, especially from the point of the MC mentoring new community representatives. This was also the recommendation from in the 2006 Evaluation report, which stated that there was no new representation from the community and there needs to be more voices in the Coalition.

Clause # 8: Maintaining Confidentiality

20. The Regional Coordinator wanted to clarify that while we maintain a policy of transparency, we have to also honor confidentiality.

Clause #10: Disclosure or conflict of interest

21. The discussion around clause #10 was about what equates conflict of interest. An example provided was around the hiring of consultants. If the consultant is recommended by the Coalition and is known to them; this could constitute conflict of interest. Therefore the Secretariat will now provide documentation stating why the consultant was hired and based on their skills.
22. In addition, there is also lot of issues around conflict of interest in term of the MC and Board's role in representing both the Coalition and their own organizations. The MC needs to inform the Secretariat if there is a conflict of interest or they foresee one.
23. This was an issue in the past, as members were given the mandate to represent the Coalition, but were at times representing their own interests.
24. In terms of the disclosure clause, the members need to inform the Secretariat if they are using the Coalition's name for other purposes, than that of the Coalition's work. Example that was given was when APCASO submitted a proposal using the Coalition's name without informing the Secretariat or got approval from the MC or the Board. There needs to be a disclosure of information when partners use the Coalition name.
25. The MC members stated that the MoU has to be sent out to the Board and other members. Once all parties have reviewed and made comments on the MoU, after consulting their respective organizations and networks, then a final version can be signed.

Recommendation: The MC also wanted to see a glossary of acronyms on all documents

Recommendation: A final MoU needs to be developed by the 31st October, 2009.

IV. PENDING ISSUES

A. APCASO

1. The Secretariat received two replies from APCASO to the letter sent by the Secretariat on 14 Sept 2009 detailing the recommendations of the MC around this issue at the KL Emergency Meeting.
 - a. The first letter was by Ms. Moi Lee Liow
 - b. Mr. Don Baxter sent the second letter at 4 pm Bangkok time on the 21st September, 2009.
2. The MC decided that action has to be taken on Mr. Baxter's response, as the response from Ms. Moi Lee Liow was more of a personal attack against the RC, rather than addressing any issues.
3. The RC agreed with the MC, as he stated that this is a Coalition issue and not a personal vendetta.
4. The letter from Mr. Baxter stated that APCASO needs two more weeks to address the issue and provide the documents required by the Coalition. In addition, the letter stated that APCASO was seeking legal counsel.
5. In Ms. Liow's letter she tried to address the issue of tickets purchased for Ms. Susan Chong and the discrepancy of USD 16,000. The latter was apparently used to buy 2 laptops and other items.
6. The RC once again stated for the record that the Secretariat requires an audited statement from APCASO to address the discrepancy in the information provided by APCASO for the financial reports submitted to UNAIDS in 2007. This has resulted in the books for 2007 not being balanced after the Coalition shifted out of the APCASO's office.
7. On 14 January 2009, a financial statement created by APCASO's Acting Interim Executive Officer on 18 December 2008 was provided but it was not an audited statement of the 7 Sisters' Account as of 31 Jan

2007 as requested, but a new one detailing Transfers and Expenses made by APCASO prepared by their the IEO and then (2007) financial officer. This information also differs from what the IEO submitted to the secretariat for inclusion in the 2007 Reports to UNAIDS of which APCASO who was the signature

8. On June 15th, 2009 Mr. Don Baxter sent a mail with three attachments; auditor's certificate, financial statement and letter from APCASO. However, there was still no audited statement of the 7S account as of 31 January 2007 provided.
9. The MC was in agreement that the deadline has past; APCASO was supposed to provide the required financial documentation and an explanation on specific expenses in January 2009. The MC stated that sufficient time has been provided.
10. The PC recommended to the MC that a final letter needs to be sent to APCASO to close this matter. This letter should not be written by the RC, but should come from the MC.
11. The RC wanted to stipulate that if legal action is initiated by APCASO a recommendation from the MC will be sought to seek legal counsel.
12. The MC recommended that in future for any issues a letter needs to be sent stating that an investigation will be launched into the issue.
13. In addition, the MC should not talk as individuals but should address issues as a Management Committee.

The Recommendations by the MC on the APCASO issue, as per the discussion was as follows:

- **A Final Letter will be sent to close the matter with APCASO; which needs to be approved and signed by the Management Committee and will be sent before the end of the AGM**
- **Steps to be taken:**
 - The Secretariat will draft a letter today (22 Sept 2009)
 - Present the letter to the Board at Day 2 of the AGM and get approval
 - The letter will be signed by the entire MC
 - Arthur will email the letter to APCASO
 - The Secretariat will also send the letter by courier

The Secretariat needs to create a separate email address for the MC

V. RESTRUCTURING

1. The Regional Coordinate provided the MC with updates on the restructuring process work that the Secretariat has done since the last AGM in 2008. The discussion is provided below:

A. STRATEGIC PLAN 2008-2010

2. The Coalition’s Strategic Plan for 2008-2010 is attached below and was reviewed by the MC:

STRATEGIC PLAN DIRECTION	ACTIVITIES
<p style="text-align: center;">ADVOCACY</p> <p>Promote the involvement of Coalition members, Key Populations and other stakeholders in all levels of the AIDS response.</p>	<p style="text-align: center;">JOINT ADVOCACY STRATEGY</p> <p>Develop strategy through participative and consultative process</p> <p>Serve as monitoring body at regional level</p> <p>Evidence based approaches drawn from Coalition experiences</p>
<p style="text-align: center;">GENERATION AND SHARING OF STRATEGIC INFORMATION</p> <p>Develop clear positions to guide 7S members, other stakeholders and policy makers</p>	<p style="text-align: center;">CAMPAIGNS</p> <p>Initiate and support campaigns including but not limited to increased access to treatment, human rights abuses against vulnerable populations and other issues that reflect 7S core values.</p>
<p style="text-align: center;">CAPACITY BUILDING</p> <p>Link with other stakeholders and build their capacity, both inside and out side the Coalition.</p>	<p style="text-align: center;">INTERNAL & EXTERNAL</p> <p>Develop strategy through participative and consultative process</p> <p>Set operational targets</p> <p>Mobilize resources</p>
<p style="text-align: center;">ORGANIZATIONAL STRENGTHENING</p> <p>Strengthen the Coalition and Coordinate Efforts So that resources are maximized</p>	<p style="text-align: center;">FOSTER AND STRENGTHEN STRATEGIC ALLIANCES THROUGH COALITION DEVELOPMENT AND IMPLEMENTATION OF</p> <p>Internal working agreement</p> <p>Internal & External Communication Plan</p> <p>Internal Monitoring & Evaluation</p> <p>Performance review</p> <p>Criteria for Membership, Representation & Management</p>

3. The Strategic Plan (SP) for the Coalition comes to completion at the end of this year. The RC stated that a new process has to be launched to develop the next SP.

4. A new strategic plan is vital as our donors were interested in the development of a new one to reflect the changes in the Coalition and our Strategic directions.
5. The MC provided the following recommendations around the development of the Strategic Plan:

Recommendation: First Draft of the new strategic plan should be provided to the MC by middle of December 2009 and finalized by February 2010.

Recommendation: KAPs must be consulted in the development of the Strategic Plan

6. The dates provided above will also depend on the outcome of UNAIDS funding extension for the Coalition.

B. THE COALITION WORK PLAN

7. The Secretariat has been challenged in that Year 2 started 1 Mar 2009 and while the Mid-term Evaluation was completed in April the work agreement with UNAIDS and budget was not signed and approved until the first week in September. Operating without a budget has made it challenging to plan and or commit to activities particularly with ICAAP, which is one of the Coalition's main activities.
8. The Secretariat has updated the previous draft of the work plan, which was seen by the MC and Board at the last AGM in November 2008.
9. The updates are based on the recommendations of the mid-term evaluation and following strategic decisions:
 - a. Commission AIDS in Asia being was used as the thematic foundation;
 - b. The change from the term MARPs to KAPs; and the populations defined under the latter;
 - c. The need to adjust the mission to fit the new focus of the Coalition;
 - d. Strategic direction being aligned closer to the work plan and the development of a new Strategic Plan;
 - e. Formalization of the relationship between Coalition members and partners with the MoU;
 - f. Development of clear criteria for members, partners and reps as well as management;
 - g. Implementation of the recommendations from the mid term evaluation;
10. The updates are detailed below under each category in the work plan for 2009-2010:

a. Main Objectives

- Promote the greater involvement of KAPs and other civil society members in the Asia Pacific's response at all levels of the HIV epidemic;

b. Expected Output

- Expansion into the Pacific
- Registration of the organization

c. Key Deliverables

- Develop and Sign MoU with Members and Partners
- Work plan for expansion into the Pacific

d. Coalition Board

- The Board is made up of two representatives nominated by each of the member organizations.

e. Management Committee

- The Coalition Management Committee (MC) consists of 3 persons and is elected biennially by the Board from among its membership at the AGM.

f. The Secretariat

- The Secretariat currently has a full-time employed Coordinator, Program Coordinator and two Interns (through November 2009) and will be recruiting for additional positions, in the future as resources are identified and obtained.
- In 2009, if granted approval from the Board at the September AGM a process will be initiated for the Coalition to register in Bangkok. Should this motion to register not pass, the location and hosting of the Secretariat should be reviewed at least every four years at the AGM in regards to possibly rotating to other Coalition members, provided that there is capacity to do so as well as consensual agreement between Board members.

g. Organizational Strengthening

- The activities under organizational strengthening are as follows:
 - a. Formalize the relationship between the Coalition's Members and Partners with the Secretariat (MOUs)
 - b. Facilitate processes that involve transition of secretariat's relationship with Members and Partners
 - c. Develop and implement a communication system that enhances the Secretariat's ability to interact and make decisions on behalf of the networks as well as continue to manage external and internal communication functions of the Coalition (e.g. website, email forum)
 - d. Planning, hosting and conducting the Coalition's Annual General Meeting (AGM)
 - e. Develop clear criteria for Members, Partners, Representation and Management that would allow expansion but also present a mechanism through which the Coalition would not only hold themselves accountable to each other but also the populations the Coalition represents.
 - f. Management of the logistics in the recruitment process for new Coalition Interns, Members and Partners, including overseeing the application process and orientation
 - g. Management of travel and logistics for invitees to attend Coalition meetings, workshops and or consultations
 - h. Develop an annual Work Plan for approval by Coalition members and provide documentation reporting on progress, activities and expenditures
 - i. Hosting conference calls resources permitting and as needed, including developing agendas and taking minutes
 - j. Management of contracts and funding for Coalition projects
 - k. Identifying and securing technical experts including: researchers, consultants, process facilitators, trainers, interpreters, editors and translators as needed to serve as an international resource team who can provide ongoing support on matters relevant to the Coalition's agenda
 - l. Oversee the developing of an interactive website, as well as development and implementation of other instruments to engage civil society in a dialogue on issues of importance to the Coalition
 - m. To continue to oversee and coordinate activities of the 7S (e.g. CSAT, UNAIDS PCB, UNGASS, IAC 2008, ASEAN, ICAAP 2009, 7S Consultative Meetings)
 - n. Strategically place 7S in international alliances advocating for the issues of the Asia Pacific in HIV Processes, Policy and Research
 - o. Having established links in 2008 with the broader international AIDS initiatives, such as the GFATM continue to build on these partnerships.

- p. Mobilization of additional resources including the proposal writing for Coalition projects and to undertake networking activities such as collaborating with NGOs involved with initiatives such as the GFATM, UNITAID, etc.
- q. Perform any other relevant duty as directed and or needed for Coalition projects
- r. Establish itself as an independent and registered organization that which will impact all of the above.
- s. Implement recommendations from the Mid-term evaluation
- t. Develop and Implement internal systems to ensure smooth operation of the secretariat
- u. Map coverage of networks, Calendar of network's and secretariat's activities
- v. Strengthen new members ANPUD and APTN
- w. Oversee expansion into the Pacific in conjunction with Technical Partners
- x. Planned and facilitated Emergency Meeting of Founding Members in Kuala Lumpur in September

VI. PROGRAM UPDATES

A. MINIMUM STANDARDS FOR CIVIL SOCIETY PARTICIPATION IN UNIVERSAL ACCESS (MSCVSP)

1. MSCVSP was developed and introduced at the 8th ICAAP in 2007. UNAIDS RST funded an introductory workshop, which took place in Kuala Lumpur in March 2008. While there has been great enthusiasm for the tool, no other resources, despite UNAIDS RST listing it in it's Work Plan for 2008, have been allocated which has meant very little work has been done since.
2. There have been workshops that incorporated MSCVSP in Philippines and Nepal.
3. There has been no funding allocated to for Minimum Standard work. However, The Coalition will continue to promote it.

B. CIVIL SOCIETY ACTION TEAM (CSAT)

4. The success of CSAT AP in implementing the project and especially in CSS has been acknowledged by ICASO's CSAT Global Coordinator, CSAT Regional Hubs, the GFATM and participants of the July 2009 Global Consultation on CSS held in Bangkok.
5. However funding issues with the host organization have been almost crippling to the program with potential layoff of the Indonesia staff almost constant throughout the year.
6. In terms of partnership, there has been a strong relationship established with the Global Fund and UNAIDS to take this program forward. In addition, The Coalition has been approached to host a workshop next year addressing the needs of KAPs around CSS.

CSAT AP activities for 2009:

8. CSAT AP produced analysis of CCM Surveys for Asia Pacific and Myanmar/Burma. The survey was translated into Burmese, Khmer and Thai. Indonesia which got over 1000 responses is currently being analyzed
9. Working with Community Follow-up to the Commission on AIDS in Asia (CAA and APN+, CSAT AP helped broker technical support which produced R9 country submissions from Vietnam, Cambodia, Malaysia, India and in China's RCC that integrated Community Systems Strengthening (CSS) components.
10. CSAT AP CSS Specialist provided Technical Support to Fiji's CCM and provided support to the international consultant for Fiji's R9 submission.

11. The secretariat was also able to establish strong partnership with GFATM's Geneva secretariat's Asia, Civil Society and Private Sector Partnership and CCM offices by meeting with them in Feb, Mar, Apr, May, and Jun that resulted in co-presentations at the 9th ICAAP.
12. CSAT AP and APN+ hosted the CSS Global Consultation with GFATM and UNAIDS Geneva in July 2009 which resulted in a Regional CSS Consultation to be held in Bangkok in Sept 2009.
13. CSAT AP and Indonesia staff attendance at 9th ICAAP was with support from GFATM's Civil Society and Private Sector Partnerships Office. In return, CSAT AP helped to organize GFATM Consultations for Indonesia R9, PUD, KAPS and Civil Society.
14. CSAT attended GFATM's Invitation only Civil Society Session, Presented at the GFATM CS Satellite, and with CSAT Indonesia at the GFATM Session in the Asia Pacific Village
15. CSAT AP attended GFATM CCM Consultation and UNAIDS Civil Society Partnerships Meeting in Tunisia. (Reports available)
16. CSAT Indonesia also continued their work activities for R9 included hosting a proposal writing workshop in January 2009 that identified a potential SR (JOTHI) and 17 potential SSRs, advocacy on the composition of Indonesia's CCM, uploaded GFATM information in Bahasa on the JOTHI website, documentation of CSAT Indonesia's work in R8-9, and presentations at the 9th ICAAP.
17. CSAT AP Reports and Work Plans for QTR 1, 2 & 3 are available as are the documents and presentations from the various activities listed.

C. EXPANDING NETWORKS FOR KEY AFFECTED POPULATIONS:

18. In the absence of the Coalition (7S) founding member, AP Rainbow (disbanded Nov 2008), APCOM and APNSW approached The Coalition (7S) to join this partnership to coordinate efforts and maximize resources. These dialogues have been on going since September 2008.
19. The Asia Pacific Transgender Network (the tentative name for this organization, APTN has requested \$10,000 from The Coalition (7S) to develop this TG network as an independent body that is associated with, but not dependent on The Coalition (7S), APCOM or APNSW.
20. The funding will be used for their regional meeting coordinated by APNSW. APTN proposes to extend and enhance the meeting by two days to include:
 - a. The development of national level action plans that can be included in a future grant to fund TG specific organizing in the Asia Pacific region.
 - b. A Leadership development workshop for the TG participants.
21. The Key deliverables from the funding will be as follows:
 - a. A Strategic Report with national level priorities and strategy for funding the regional network and national level capacity development.
 - b. APTN Representation to attend The Coalition (7S) Annual General Meeting.

D. UPDATES ON COLLABORATION AND SUPPORT TO KEY AFFECTED POPULATION:

ANPUD: Asian Network of People who Use Drugs.

- Worked on and completed the Constitution of ANPUD.
- Worked on and completed the guiding documents for its governance structures

- Wrote concept paper and prepared budget for submission to Australian Injecting and Illicit drug users league (AIVL). Source of funding was AusAID.
- Coordinating on AIVL on finalizing the concept and budget and got it approved closely working with ANPUD senior members.
- Coordinating the organizing first formal face-to-face meeting of selected ANPUD members at Bangkok scheduled on 16th and 17th October 2009.

APN+

- Agreement with APN+ as host organisation developed and awaiting APN+ steering committee approval.
- Entire documentation of the Regional Treatment summit held at Bangkok for onward submission to UNDP and dissemination.
- Helped their MSM working group in finalizing their proposal for AusAID through PACT Thailand for the working group.
- Attended meetings along with MSM working group members for finalizing the proposal and to draw ideas.
- Prepared concept note on Visual documentation for the women's working group, titled "Community's contribution towards Universal access" for APN+ women working group for onward submission to UNIFEM.
- Prepared in collaboration with the Drug Users working group members for the session on Hepatitis C access to treatment session in 9th ICAAP.
- Conducted together with the DU working group members the HCV session with World AIDS campaign, ANPUD along with DU working group during 9th ICAAP.
- Currently preparing HCV treatment and education module with APN+ DU working group.

International Congress on AIDS in Asia and the Pacific

- The Coalition (7S) Secretariat provided support to APN+, APNSW, APCOM and the People Who Use Drugs (PUD) to host a networking space in the Exhibition Hall. This space was open for other KAPS networks and organizations to distribute their information as well.
- The Secretariat worked closely with the LOC and Local Organizers of the various CF breakouts by travelling to Indonesia in Jan, Feb, Mar, Apr, May, June and July to work with the LOC secretariat
- APN+ placed 2 Consultants in the LOC secretariat who provided Logistics and Technical Support to International Organizers
- The 7S secretariat developed the concept note for the CF Proposal to Donors (Attached)
- 7S secretariat developed Report Back Formats, Facilitator's Criteria and assisted the Key Correspondents who wrote written reports on the various sessions (Attached)
- The breakout sessions of the CF were attended by almost 1200 people making it the largest CF in history.
- The CF Report Back Session on 9 Aug was attended by almost 300 people equal to attendance at previous CFs
- The Secretariat provided support to three CF Plenary Speakers representing Civil Society.
- The Secretariat wrote letters of support for APN+ secretariat staff scholarship applicants, other applicants, negotiated accommodation and per diem support for 3 MSM and 3 PLHIV, negotiated or supported numerous Indonesia KAPS to attend the congress including JOTHI, other PLHIV networks, and other KAPS networks
- The Regional Coordinator sat on a panel in the AP Village on Intimate Partner Transmission
- APNSW and APCOM: ICAAP.
- Organized meetings with Mr. Anand Grover, UN Special Rapporteur on Human rights, with Community representatives at ICAAP.
- Liaised with Local Organizing committee during 9th ICAAP.
- Worked with Key Correspondent team of the Alliance for documentation during 9th ICAAP.
- Coordination the different sub community break outs during ICAAP.
- Framed the Community statement for the opening ceremony of the 9th ICAAP with support from other community members and the speakers.

High Level Meeting (UNAIDS PCB Delegation)

- In 2009, the RC continues to provide direction to the NGO Delegations' Communication Facility as part of the Communication Facility's Work Group, which represents Civil Society (CS) concerns at the UNAIDS PCB Bureau (composed of the Board Chair and Co-Chair, NGO, Co-Sponsors and UNAIDS Geneva Secretariat), the PCN NGO Communications Facility Work Group and the UNAIDS UBW (Unified Budget and Work Plan) Sub-Committee.
- RC was also able to place Coalition member CARAM Asia on the HIV Travel Restrictions Task Force whose advocacy got the member states including the US to remove HIV travel restrictions and again for the UNAIDS 24th Thematic People on the Move placed CARAM Asia on the Work Group and Advisory Board.
- The 24th PCB Meeting will focus on the Second Independent Evaluation of UNAIDS.
- The RC recommends that the MC should look at the decisions around Migrants, Gender and Harm Reduction approved at the June 2009 PCB meeting (23rd).
- The thematic for the 25th PCB (June 2010) will be on Sexual and Reproductive Health.
- The work done on NGO Delegation has led to a wider exposure for The Coalition (7S) to the NGO Delegations of the GFATM and UNITAID, the global NGO community and the opportunity to influence policy at a high level through interactions with Member States. Currently, preparations are underway for the completion of the Universal Access initiative and the RC will work across a wide cross range of stakeholders to coordinate efforts and maximize resources not only in the Asia Pacific but across the globe.
- The Regional Coordinator attended the UNAIDS technical support strategy workshop 15-17 Sept 2009.

Comments on Work Plan

22. The MC approved the changes in the work plan.
23. The RC will submit the updates to the work plan to UNAIDS as part of the six-month update.
24. Due to delay in funding, a supplementary proposal has been submitted to UNAIDS to support the remaining activities in the work plan and for an extension.
25. Overall the Coalition has surpassed what was expected for 2009; due to the funding from the Levi Strauss Foundation.

VII. ORGANIZATIONAL STRUCTURE

1. The RC provided an overview of the revised Coalition structure for Members and Strategic Partners; the latter were previously marked as Work Associates.
2. Strategic and Technical Partners, according to the RC are regional networks and organizations based in Asia Pacific who work on the HIV response in a way that matches with the values and principles of the Coalition as described in this Working Agreement. However they may be different in structure and composition to Coalition (7S) and or not necessarily 'represent populations and communities marginalized, vulnerable and affected by HIV'.
3. These networks and organizations may be invited, or request, to join the Coalition as Strategic and or Technical Partners in the future. Partners do not have a position (or vote) on the Board, though they may be invited to send a representative to Board or Annual General Meetings.

4. The full criteria for Strategic and or Technical Partners and process for them to join with the Coalition is currently being developed.
5. Below is an overview that was provided by the RC on the revised organizational structure:

Core: Board and MC
APN+ (WAPN+, MSM, PUD)
APNSW
ANPUD: New Member
APTN (Transgender): New Member
CARAM Asia (Mobile Populations Focal Point)
Founding Members
CARAM Asia (Technical Partner Mobile Populations & Migration)
AHRN (Technical Partner Harm Reduction)
ASAP (ICAAP; relationship change?)
Strategic Partners
APCOM (MSM)
ICW (Women LHIV, Gender, CSAT)
Purple Sky Network (MSM Greater Mekong)
Technical Partners: Asia Pacific Region
TSF SEAP (TP Technical Support)
Burnet
Work Associates: National: Asia & Pacific
National Focal Points & Contacts of Members & Partners
MAC (Malaysia also PT Foundation)
Action for AIDS (Singapore)
HACC (Cambodia)
Vietnam (VCSPA)
JOTHI (Indonesia, CSAT, KAPS), Spiritia (Indonesia)
GFATM Watch (China)
Japan Africa Foundation (Civil G8, UNGASS, GFATM)
Pacific Diversity Network (PDN), Pacific Islands AIDS Foundation (PIAF), Guam HIV/AIDS Network (GuHAN Project)
International
Red Cross (International and National)
ICASO: CSAT, CSAT Regional Hubs, UNGASS
Drug Policy Network (Gabor, UNGASS, UNGASS on Drugs)
GNP+
IPPF, Strategies for the South (Sexual and Reproductive Health)
Developing and Communities Delegations, UNAIDS PCB NGOS
Multilateral
UNAIDS Geneva
GFATM: (Asia Office, CS and PS Partnerships, CCM, Support to Countries) CSAT, CCM, CSS and HSS

VIII. ADMINISTRATIVE ISSUES

A. CONTRACTS

1. The RC told the MC that issues around staff contracts will not be discussed at this AGM till changes have been finalized. This is because contracts will change depending on the registration process.

B. FINANCES

2. The RC provided a financial update to the MC:
3. He first reviewed the 2-year cycle for the AusAID/UNAIDS funding and the time-period:
 - Year 1: March 1st 2008 to February 28th 2009.
 - Year 2: March 1st 2009 to 28 February 2010 (at an amount to be determined).
4. The introduction of Civil Society Action Team (CSAT) marked the first program funding that the Bangkok Secretariat was able to obtain outside of AusAID/UNAIDS and was followed by a grant from the Levi Straus Foundation to support the secretariat.
5. The Regional Coordinator provided the MC with an Audit for the first 6 months. He also stated that there were issues with the Audit, since budget lines for The Coalition do not match completely with those of APN+. In addition, it only records AusAID/UNAIDS funding and not the Coalition's other funding (i.e. Levi Strauss).
6. The Regional Coordinator also stated that there was a lot of funding issues this year, since for the first six months the Coalition was operating without knowing the budget; due to delay from UNAIDS side. Similar there were currency conversion issues, where several thousand dollars was lost.
7. However, all expenses starting from January 1st, 2008 have balanced out with the present funding.
8. The largest expense for this year was for ICAAP (Year 1 and 2).
 - USD 9000 was budgeted for the ICAAP, but due to the additional activities the total expense came to USD 16,500.
9. The exact amount for YR 2 is still not finalized due to outstanding amounts.
10. The programme coordinator provided recommendations based on his observation:
 - a. Present financial system used by APN+ is not conducive for the Coalition budgeting
 - b. The Coalition requires a separate financial officer
 - c. Petty Cash should not be used from reserve funds, but from another funding source
 - d. Separate Audit from APN+ for the UNAIDS/AusAID funding
12. The RC also wanted to draw the attention of the MC to the fact that he is the one that applies for funding, receives it and approves the expenditure. This in the long run is not good accounting practice.
13. The Management Committee provided the following recommendations:

An Audit will be done at the end of Year 2 for the core funding

A Financial system needs to be developed with a back up system in place to keep records and track all financial transactions.

The Secretariat needs to have separate financial statements for each donor

The Secretariat needs to develop a system for petty cash requirements; which has to be approved by the MC

The Secretariat will provide the MC with quarterly financial report

C. MONTHLY MEETINGS/PROGRESS REPORT/STRATEGIC PLAN

10. The MC discussed the recommendation from the KL emergency meeting around issue of communications between the MC and the Secretariat.
11. The decision was that more regular meetings (virtual) with the MC should be conducted at least once a month probably on a fixed date and Vince can use UNAIDS teleconference facility to do this.
12. The MC then discussed issues around progress reports from the Secretariat and the strategic plan.
13. The MC came up with the following recommendation:

MC communication with the Secretariat will be held every 4th week of the month either through conference call (Skype recommended) or by email. The form of communication will be decided on the 3rd week of every month

Progress reports that are developed for donors, as part of the official contract requirement, will be sufficient for the MC; instead of doing additional reports therefore adding to the workload of secretariat staff

First Draft of strategic plan should be provided to the MC by middle of December 2009 and finalized by February 2010.

D. REGISTRATION

14. The MC agreed that the local auditor used by the APN+/Coalition Secretariat should be asked to work on the process around the registration and provide recommendations; if not available the MC will accept TSF offer for a consultant or get recommendations from HDN.
15. TSF has also agreed to provide a consultant to support a Thai person if required. But the RC suggested that the Thai auditor should first be hired to do the work around registration and then if required the Coalition can contract an additional consultant through TSF.
16. The RC stated that one of the recommendations that is required, is whether the Coalition should be registered at a Thai Foundation or International NGO?
17. Ratri stated that she preferred the Coalition to be registered as a Thai organization, while Arthur stated that we should look at what is the best option to fulfill our mandate. The RC said that this question will also be put to the Board tomorrow.
18. The MC Recommendations were as follows:

A Consultant will be hired to facilitate the registration process for the Coalition

E. COMMUNICATIONS

19. The RC wanted to know whether the Coalition was still going to get a new logo and change the name, as recommended in the past.
20. Ratri stated that this is a long discussion, but she would rather have the logo enhanced rather than change it, since people are familiar with the present one. The MC were in agreement.
21. In term of changing the name, there was an agreement that it should be shortened. A few suggestions presented were:

- a. Coalition of Key Affected Populations
- b. Coalition of Asia Pacific Networks

22. RC stated that the Secretariat will look at other names and provide it to the MC for a decision.

23. In terms of the Website, the RC gave told the MC that it was presently being redeveloped and were looking at other locations to host the server.

24. The RC also wanted the MC to agree on whether they were happy with the format of the Brochure. The MC liked the format, but wanted it to be updated.

25. The MC provided the following recommendations for communications:

The MC prefers to enhance the present logo rather than creating a new one.

The MC agrees that the format of the present brochure should be adopted for future use and adapted accordingly.

APCASO to be mentioned as Founding Member in all documents where relevant

IX. PARKING LOT

There were no issues for the parking lot.

COALITION (7S) AGM 2009:

MANAGEMENT COMMITTEE'S DECISIONS & RECOMMENDATIONS

1. Code of Conduct to be finalized by October 31st, 2009
2. The WA to be signed by the Coalition members and they should be adapted to done each organization's mandate.
3. MOU will be used as a living document, in deference to original recommendation to use the working agreement, which will now be only signed by the founding Coalition members.
4. RC is the focal point for all communication regarding Coalition business.
5. Travel Schedules of the Secretariat staff will only be updated on monthly reports
6. All Coalition members and partners need to provide information on countries they work in and their local partners for mapping purposes.
7. Conflict of interest document and operational procedure manual needs to be developed.
8. A Consultant will be hired if needed to facilitate the registration process for the Coalition
9. Word Key Affected Populations (KAPs) will be used in place of Most At Risk Populations (MARPs)
10. All draft and finalized documents must be dated
11. APCASO to be mentioned as Founding Member in all documents where relevant and appropriate.
12. A Final Letter will be sent to close the matter with APCASO; which needs to be approved and signed by the Management Committee and will be sent before the end of the AGM, Steps:
 - i. Present the letter to the Board at the AGM and get approval
 - ii. The letter will be signed by the entire MC
 - iii. Arthur will email the letter to APCASO
 - iv. The Secretariat will also send the letter by courier
13. The Secretariat needs to create a separate email address for the MC
14. An Audit will be done at the end of Year 2 for the core funding
15. A Financial system needs to be developed with a back up system in place to keep records and track all financial transactions.
16. The Secretariat needs to have separate financial statements for each donor
17. The Secretariat needs to develop a system for petty cash requirements; which has to be approved by the MC
18. MC communication with the Secretariat will be held every 4th week of the month either through conference call (Skype recommended) or by email. The form of communication will be decided on the 3rd week of every month
19. Progress reports that are developed for donors, as part of the official contract requirement, will be sufficient for the MC; instead of doing additional ones for the MC
20. The Secretariat will provide the MC with Quarterly financial reports
21. First Draft of strategic plan should be provided to the MC by middle of December 2009 and finalized by February 2010.
22. The MC prefers to enhance the present logo rather than creating a new one.
23. The MC agrees that the format of the present brochure should be adopted for future use and adapted accordingly until further instructed.

MEETING OF THE COALITION: Day One

23rd September 2009

I. INTRODUCTION

1. The Meeting began with Regional Coordinator extending a welcome to participants to the AGM (Annual General 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 and the new members.

A. GOALS OF THE NEXT 2 DAYS

2. The RC provided an overview of the main goals for the next two days.
3. The main priority will be to settle any unresolved issues from the last AGM and review the recommendations from the KL emergency meeting.
4. The issue of restructuring, the Coalition funding and current status of membership will be some of the other important issues that will be covered.
5. Today is the board meeting while tomorrow strategic partners ICW and APCOM will join the Coalition.
6. The agenda was posted two weeks in advance, as there was no comments-it was finalized at yesterday's MC meeting with two changes.
7. Topics that are not in the agenda will go into the parking lot. If there is no time for the parking lot, it will be moved to the next day. If no time next day, a process will be developed to address the issues on the list.

B. EXPECTATIONS OF COALITION MEMBERS

- **Arthur Lim:** In the past there were lots of issues, but now we are at the stage where programs are being rolled out. We need to move forward and I want to see more programs being done by the Coalition.
- **Suksma Ratri:** My expectations are the same as yesterday. I want all issues to be resolved and to see the Coalition move forward.
- **Khartini Slamah (Tini):** A stronger 7 Sisters Coalition, with the MC and Board working together to enhance our vision. There has always been a gap between the MC and the Board, but now we need to create a constructive relationship and want more constructive discussions from our meetings.
- **Brahm Press:** I want to see lessons learnt from ICAAP. In addition to making our profile more strategic placed in the region and to have a tangible working relationship for moving forward.
- **Denovan Abdullah:** For the 7 Sisters to be in a better situation to work in the future.
- **Jimmy Dorabjee:** More clarity on 7 sisters and what is its mandate?
- **Giten Khwairakpam:** To move on from the past issues, have clear directions, next steps and proper deliverables.
- **Lok Prakash:** We need to discuss about restructuring of 7 Sisters and come to a decision to move forward. Also we need more discussion around the issue of registration of the Coalition.

- **Zahid Hussein:** The last time I attended a 7 Sisters meeting was four years ago. However, I see so much improvement and want to now see decision being taken and a guide for action. Also I would love to hear a description about the relationship between ASAP and 7 Sisters. I would also love to hear more about the ICAAP and comments from the Coalition members.
- **Pascal Tanguay:** First I would be disappointed if we do sign the Working Agreement today; as this has been going on for more than 18 months now. I want more clarity on CSAT and how it works in the region, In addition to how AHRN and other partners can get involved in the CSAT process. Lastly I would like to make all the new colleagues feel welcome and give them an understanding of what we do and how to collaborate with us.
- **Barallee Mesukh:** I would like to know about 7 sisters and how it functions and how to better engage in the whole system. Also like to find out more opportunities for collaboration; similar to what happened with the 12D process.
- **Kay Thi:** I want to learn more about 7 Sisters organization.
- **Aye Zin Thaw:** It will be good to see the restructuring process come to an end.
- **Skand Amatya:** As an intern I would like to learn more about this organization and how it works with the management.
- **Vince Crisostomo:** It has been two and half years since I joined and it has been challenging. I was hired to restructure and make changes. However, we have reached this point and we expect to move forward. The changes we are making are new and we take a much greater role in the leadership of this Coalition. In addition, as of this new funding cycle we are independent and not a project of APCASO or APN+. We now have to develop our own identify. There is so much potential of us coming together and I know we will see light at the end of the day.

C. Report Back from MC Emergency Meeting in KL and MC AGM meeting

7. The RC provided an overview of the recommendations from the Emergency Management Committee meeting in Kuala Lumpur, Malaysia on September 7th and 8th, 2009 and of the MC meeting that was held yesterday.
8. The recommendations by the MC were reviewed and the Regional Coordinator provided updates.
9. The RC stated that as we continue our discussion today we will cover these recommendations and the Board can provide their input. The floor was then opened up for discussion:
 - The only question was from Pascal who wanted clarification on decision of the Board decision about no side meetings with anyone (KL EM recommendation 1). He wanted to know about the rules concerning member-to-member interaction about Coalition matters.
 - The RC stated that communications between members is fine, as long as the Secretariat is copied on any discussion that the members have with external parties on issues of the Coalition; as long as they are not confidential matters. The relations between individual Members and Partners are between them it is only on Coalition matters.

II. APCASO

1. The RC provided an update on the matter concerning APCASO. He also stated that due to the escalation of the issue there were teleconferences held between August 25-27, 2009 with the MC, which was followed by the Emergency Meeting in KL in September 7th and 8th, 2009.
2. A decision was made at the Emergency meeting not to invite APCASO to the AGM. The MC felt that after what happened at the ICAAP it would not be a productive meeting if they had attended; in addition a decision have to be made on the issues around APCASO. Also to invite new members, who were not knowledgeable about this issue, would not have been constructive.
3. However, APCASO will be acknowledged as a founding member in all documents and website of the Coalition where relevant and appropriate.
4. Below is a summary of the discussion by the Board:
 - Brahm: At the beginning of your discussion you had stated there was an issue with ICAAP, what was the issue?
 - Vince: There were a number of issues. One being that Don Baxter called for a meeting of MC and Board in an email dated 9 Aug 2009 to discuss this issue before a meeting with UNAIDS set for morning of 10 Aug 2009. However, neither UNAIDS nor the Coalition had been notified of this meeting. UNAIDS then informed the RC that no such meeting had been set. The Coalition had prior to ICAAP sent a letter stating to APCASO that these Internal issues should be addressed in writing and APCASO's issues would be taken up at the AGM. Don Baxter met the RC in the LOC's secretariat on the evening of 7 Aug 2009 and requested that these issues not be discussed. Don's email led to confusion and subsequently there were conversations that occurred. This led to an impression being created that the Coalition members were not in agreement with the Coalition's actions taken concerning APCASO. In meetings held with potential donors at ICAAP it was stated that the situation needs to be settled and that 7S could not considered for funding till it was addressed and settled. The relationship between APCASO APN+, 7 S and UNAIDS is complicated through a joint working agreement and shared core funding by AusAID administered by UNAIDS for APCASO, APN+ and the Coalition. However, the RC has clarified that this issue will not affect our core funding.
 - Lok: The Coalition needs to look at finding other funding sources, since UNAIDS provides money to all three organizations from a single sources, so they only want to see collaboration regardless of any issues.
 - Vince: Everyone has the background paper on this issue. UNAIDS should have caught this at the beginning, since it has been part of the reports given to them. However, UNAIDS is happy with the way we conducted ourselves and have seen our communication to APCASO on this issue. UNAIDS also requested that we keep this between the MC, APCASO, the Secretariat and the Board, however, APCASO in their recent communications involved others namely Shiba and Pascal.
 - Brahm: How does this affect our individual network's relationship with APCASO?
 - Vince: This will be the business of the individual networks, since this is an internal Coalition issue.
 - Brahm: Any protocol on how to respond to APCASO if they bring this issue up?
 - Vince: As directed in the recommendations, they should contact the Secretariat directly and in writing. If Coalition members are approached they should state this is an internal issue please direct all communications to the secretariat.

The Board approved the decision to send a final letter to APCASO closing the matter.

Add sentence stating that APCASO will still be recognized and acknowledge as a founding member in all Coalition documents, where relevant and appropriate.

The secretariat notes that the Background Paper and all documents relating to the APCASO issue are available upon request in writing to the secretariat. The responses from APCASO cited in the AGM Report are included as Annex 6.

III. SECRETARIAT UPDATES

A. WORKING AGREEMENT (WA)

1. This has been delayed for a long time and it was a key deliverable for TSF when they supported us. It has been shared and agreed by all members.
2. The new members ANPUD and APTN will not sign the WA, as it will only be Founding members and they were not part of the drafting of the working agreement.
3. The Founding Members' representatives in the Coalition will sign the WA and not their executive directors.
4. The delays were caused in part by the APCASO issues; as a decision was made not to sign until those issues were resolved.
5. The decision was taken by the Board for all members present to sign the WA at this meeting.
6. ASAP commented that they could not sign the WA at this moment due to elections in their organization and pending changes. Once they get authorization they will sign the agreement.
7. The Board agreed that for the Coalition to move forward on this issue, a cover letter will be drafted and signed by all members agreeing to the WA as the foundation for the principles of the Coalition and all agree to the contents of the WA. The WA will be attached as an annexed and initialized by all the members.
8. Members who cannot sign the WA at this time will forward a letter to the Secretariat stating their reasons.
9. The following actions were taken by the Board:

Coalition members approved the WA

Coalition Members signed a cover page stating that they agree with the principles of the WA and were part of drafting the agreement; with the working agreement as an annexure and initialized by the members.

B. MEMORANDUM OF UNDERSTANDING

10. The programme coordinator, Giten Khwairakpam, presented on the contents of draft MoU that was developed by the Secretariat.
11. Brahm wanted to know what would be the standardized aspects of the MoU and what will be open clauses?
12. Giten explained that section 4 and 5 will have variations and that the relationship between the Coalition and its members will be worked out individually. However, certain clauses such as transparency, etc will be standardized.
13. Further explanation was also given about clause # 8 on Liability to third party. The latter was basically if the Coalition invites a member to attend a meeting on its behalf, any additional expenses not agreed will be covered by the member organization.
14. The RC also opened up the discussion on the MoU with APN+, which was already drafted, but waiting approval from the Board.

15. The RC stated that this was something prioritized last year and is also been submitted to APN+.
16. The MoU with APN+ will differentiate from that of other members, particularly in term of roles and responsibilities, since it will cover hosting issues and details the following Coalition expenditure to APN+:
- a. 150 USD to Salary of finance manager
 - b. 300 USD communications
 - c. 150 USD sharing of office maintenance
17. In terms of rent the MoU details the new agreement where instead of paying rent the Coalition will pay for the full salary of an Administrative staff; whose services is shared by both the organizations.
18. This change has been itemized in the Year 2 core funding budget line.
19. The Board agreed with the MC on the following recommendations:

The Board adopts the MoU as part of the Coalition's organizational documents

MoU will be used as a living document, in deference to original recommendation to use the WA, which will now be only signed by the Coalition's Founding Members.

The Board recommends that the draft MoU be sent out for review and comments before being finalized.

MoU to be signed by the Executive Director's or their designee

The Board approved the MoU with APN+

C. CODE OF CONDUCT

14. The RC thanked the programme coordinator for having a draft code of conduct ready for this meeting.
15. The programme coordinator went over the clauses of the document.
16. The RC wanted stated that the clause on transparency is important, however, we want to also maintain confidentiality as well.
17. The Board agreed with the MC on the following recommendation:

Code of Conduct to be finalized by October 31st, 2009

D. FINANCE

18. The RC provided hard copies of the Coalition's finances and provided a breakdown of all expenses.
19. There were comments on the layout of the financial statements and the need for percentages on expenses and balance.
20. The RC responded by saying that the layout is being worked on with the auditor, however, at the moment the Coalition is using APN+ format.
21. Lok stated that in terms of salaries, he felt that the salary structure was below standard amounts based on the work done by the staff, particularly for the RC.

22. The RC responded that as of the last meeting recommendations there was a recommendation to raise the RC's salary, however, there is no funding for the change.

23. The recommendations by the Board was as follows:

The Board approved financial report and agreed with the MC that the audit should be done at the end of Year 2.

The Board recommends the change in title of the Regional Coordinator to that of Executive Director, based on the review of the RC's work.

The Board recommends the RC's (now Executive Director) salary to be increased; as per International standards.

The Board recommends the change in title of the programme coordinator to that of regional program coordinator.

The RC notes that the issue of upgrading current staff positions in the secretariat was raised on Day 1 by ASAP but not discussed at this time. The discussion was had, decision made by the Board in consultation with Strategic Partners and reflected in the notes on Day 2 in the Next Steps agenda item. The Day 1 notes are left as is due to the questioning of this by the AHRN representative.

IV. ORGANIZATIONAL UPDATES

A. ISSUES ON ORGANIZATIONAL RESTRUCTURING

1. The RC provided the Board with an update on the following topics (please see the MC meeting notes for more information on the topics below).
 - The changing role of the Coalition
 - Mid-term evaluation report
 - Coalition membership structure
2. The RC stated that all the documents were in the pen drive if anyone required more information.
3. The Board agreed to all recommendations of the MC on these topics.
4. The following update to the MC recommendations by the Board was provided:

The Board recommends that all Coalition members need to provide information on countries they work with and their local partners for mapping purposes to the Secretariat by October 31st, 2009.

B. REGISTRATION

5. The RC provide the Board with the MC recommendations around the issue of registration and then opened the floor up to discussion on the issue:
 - Lok felt that this is an essential requirement and needs to be done. Whether we do it as a Thai Foundations or International will be based on the recommendations of the consultant. However, he felt that with a Thai Foundation there need to be a Thai board, which might affect the effectiveness of the

Coalition. He said that maybe the Coalition should look at registering in Singapore; where an organization can retain an international Board.

- Zahid agreed with Lok since ASAP has been trying to register in Thailand and it has been a very complicated and difficult process.
- Pascal felt that it was not an issue to register in Thailand and felt that we would be better off as a Thai Foundation.
- The RC said that we should wait for the recommendations from the consultant and then we can make a decision from there.
- The representatives from ASAP and ANPUD stated that they would be interested in joining the Coalition if they can find an effective process to register in Thailand.
- The RC said that once they get concrete recommendations the Secretariat will send out an invite to all the other member organizations that would like to have support in getting registered in Thailand.
- The Board provided the following recommendation:

The Board recommends the registration of 7S and for the secretariat to provide concrete options by the end of October, after consultation with the Auditor/Consultant and HDN.

C. COMMUNICATIONS

6. The Board felt that the name should not be changed since there is recognition, however, the description should be shortened.
7. The Secretariat will provide the Board with suggestions of new names and will take a decision to keep the present name or have a new one; once the registration process has been initiated
8. Zahid stated that he could provide more information concerning the copyright of the logo and other require information for the Coalition to keep the present logo.
9. In terms of the other communications issues, the Board provided the following recommendations:

The Board agrees with the MC recommendation to enhance the present logo rather than creating a new one.

The Secretariat will provide the Board with suggestions of new names and will take a decision to keep the present name or have a new one; once the registration process has been initiated

The Board agrees with the MC that the format of the present brochure should be adopted for future use and adapted accordingly.

D. ICAAP

10. The RC provided an overview of the Secretariat's involvement in the 9th ICAAP and the role the Coalition played in Bali.
11. The RC stated that the ICAAP is one of the most important things we do and there is need to look at what role we played and how effective it was. In addition, the ICAAP took almost 25% of our budget; it has an impact on where our funding is allocated, as this was a large investment.

12. The RC felt from feedback of the Coalition members on the 9th ICAAP, there were lots of issues that had to be addressed.
13. Lok stated that the members should provide ASAP with bullet points on the issues they had with the 9th ICAAP and some recommendations. Also he stated that Zahid was here at the workshop as he can also provide input back to the organization on the issues discussed.
14. Brahm wanted to clarify the issue of visibility for the Coalition at the 9th ICAAP, as he felt that we should have had our own booth.
15. The RC response was that the point was not to market the Coalition but to support the Coalition partners. This is why the Secretariat provided booths to APN+, APNSW, ANPUD and APCOM.
16. The RC opened this issue up for discussion to for the members to talk about their experience and get some concrete recommendations on how to make our involvement more effective in the future ICAAP's.
17. Below is a summary of the issues raised by the Coalition:
 - a. No clear role for the Secretariat or the role delegated during the 8th ICAAP was not recognized by the 9th ICAAP LoC;
 - b. No proper monitoring of the LoC;
 - c. Lack of partnership with the LoC, even after the provision of funds and support by the Secretariat;
 - d. There was a lot of communications problems with the LoC;
 - e. There were was no translation at the preparation meetings, so regional advisors could not be effective;
 - f. There were a lot of coordination issues particularly in the run up to the 9th ICAAP and during the 9th ICAAP;
 - g. The LoC did not effectively handle the coordination of the community forum, as there was no one there to coordinate it and it was left to the Secretariat in the end;
 - h. Lots of confusing around allocation of booths (i.e. CARAM has to share the Inter-faith booth due to delay and confusion with the LoC in allocating the booths);
 - i. The Coalition was not prominent enough at the ICAAP and should have had their own booth;
 - j. The 9th ICAAP was more like a national conference with regional and international observers rather than a regional one;
 - k. There were lots of barriers to regional participants, as there was a lot of promotion around Indonesian involvement.
 - l. The LoC was not willing to listen to other partners in the regional and International level (IAC, APNSW, APCOM, the Coalition);
 - m. The cost of hotels and transport was too expensive for civil society;
 - n. The price gauging by the PCO was not acceptable, we are non-profit- why should private company make money out of it?
 - o. Security at the ICAAP was a bit over the top, it caused lots of inconveniencies and delays;
 - p. There were lots of issues around the way the ICAAP evaluation was done; particularly in the way it was done at the last minute.

18. Lok as representative of ASAP, who was also part of the venue selection mission, wanted to clarify some of the issues raised above:

(1) Hotel and Deposit issue

- (a) Hotels always ask room deposits as it is their own way to ensure security of their property. However the Coalition can block book rooms and try to get a lower deposit amount.

- (b) The organisers and specially Scholarship committee must inform the delegates about this 'room deposit of USD 100 'issue so that the delegates are prepared about this when they arrive at the hotel.

(2) Visa and Travel

- (a) As part of the venue selection we talked to the Government about lots of issues. Visa was an important issue- was stated that they may not guarantee to provide visa on arrival. But will certainly facilitate exclusive visa policy and they will develop a relaxation around and a package specific for ICAAP visa.
- (b) Package will be given to all the embassies to facilitate smoother visa application process in countries. This is very important issue for LoC too, since if they don't work on smoother and easier visa process, it will cause them a lot of money to facilitate the requirements for visa for their delegates.
- (c) Methadone no clarity in the discussion: If legalized by other countries
- (d) Bringing ART into the country is not a problem but it should be prescribed and only a reasonable quantity will be allowed in.

(3) Relationship with IAS

- (a) There is an MoU between ASAP and IAC

(4) Scholarship

- (a) ASAP had contributed a large amount of money. However, they had no control over scholarships.
- (b) There is discussion that for future ICAAP any money contributed from ASAP; 50% will be given to our members and rest of the 50% to community participants.

(5) Local Organizing Committee (LoC)

- (a) There are guidelines and proper manuals for how the LoC is suppose to engage in the process. However, there is not enough ASAP staff for proper monitoring.

(6) PCO selection

- (a) There are guidelines and proper manuals for how the LoC is suppose to engage in the process. However, there is not enough ASAP staff for proper monitoring.

(7) Security

- (a) This was a problem and ASAP acknowledges it.

18. The RC felt that even though ASAP had a policy manual in place for the LoC, there was no proper transfer of this knowledge to the LoC.

19. The RC also stated that the ICAAP was a lot of work for the Secretariat and there needs to be stronger support from the Coalition members.

20. The Board members provided some suggestions for ASAP:

- a. Need more control over the processes and LoC need to listen better to ASAP.
- b. More monitoring of the LOC
- c. The Coalition should not be paying for community forum; the LoC should support it.
- d. Design guidelines so that experience of one LoC can be transferred to the next and there should be stronger interactions between LoCs.
- e. ASAP should look at IAS guidelines for conference organization.
- f. There needs to be more emphasis on building community participation.

21. The Board provided the following recommendations:

Form a working group between 7sisters and ASAP for ICAAP partnership

The Board recommends that the Coalition look into becoming a member of ASAP and report back by first quarter of Feb 2010.

The Secretariat in future should negotiate the rooms for the Coalition members.

The Secretariat will come up with recommendations to address issues raised around ICAAP.

The Coalition needs to clearly define their role in terms of providing support for the organization of the ICAAP.

10th ICAAP

21. The RC wanted to address the issue of the venue of the next ICAAP. There is talk among some of the networks that they might boycott the next ICAAP, since Korea has a travel ban.
22. The RC asked ASAP to provide more information to the Board on how a venue is selected for the ICAAP.
23. Lok stated that the conference venue is planned at the desk level and the process followed was as such:
 - a. Advertisement is placed calling for interested countries.
 - b. Those short-listed are asked to provide information on hotels, convention center and the support that the Government will provide.
 - c. Then the country is selected.
24. The Countries short-listed this time were Philippines, New Zealand, Australia and South Korea.
25. Lok stated that Korea was chosen, because Busan (South Korea) was a good venue in terms of hotel, convention center and the support has been very supportive.
26. The Board decided to take a stance on the issue of boycott tomorrow.
27. The RC informed the Board that work would start soon to identify focal points of KAPs in Korea and make networking one of the activities for 10th ICAAP planning.

V. THE NETWORKS

1. The RC introduced all the Coalition members present and asked them to provide a synopsis of their organizations and their relationship with the Coalition (presentations will be made available if more information is required on the networks). Below is a summary of the presentations:

A. FOUNDING MEMBERS

Asia Society of Asia and the Pacific (ASAP)

1. The AIDS Society of Asia and the Pacific (ASAP) is an independent non-governmental body of HIV and AIDS organizations within Asia and the Pacific; and the custodian of the International Congress on AIDS in Asia and the Pacific (ICAAP)
2. ASAP has recently moved into a new office in Bangkok, Thailand and is at present going through an election process.
3. There are 32 national organizations and one Chair from APN+ represented in its membership.

4. ASAP at present is realigning its relationship with the Coalition due to new management; however, it will always remain a founding member.
 5. There is interest from 7 Sisters to become a member of ASAP to facilitate a better relationship between the networks during ICAAP. The only issue is that the Coalition needs to be registered.
- The regional coordinator stated that since ASAP is also looking at registering, it will be beneficial to both parties to register at the same time.

Asia Pacific Network of People Living with HIV/AIDS (APN+)

6. The Network of People living with HIV in AP Region was established in 1994.
7. There are 29 country networks that sit on APN+ board representing 29 countries in AP region
8. 5 Steering committee members (elected by the board at the AGM) look after the functioning of the secretariat The Secretariat is based in Bangkok and managed by Regional Coordinator/Executive Director. APN+ currently has 10 full time staff employed at the secretariat
9. APN+ is also host to the Coalition and ITPC secretariat office
10. APN+ also has three working groups:
 - a. WAPN+ (women of APN+)
 - b. APN+ Positive MSM WG
 - c. APN+ Positive IDU WG
11. Each of the working groups are coordinated by a full time coordinator and all work in line with APN+ strategic plan
12. APN+ key activities for 2009 were:
 - a. WorldCAB (in partnership with ITPC)
 - b. Regional Asean Meeting on GIPA
 - c. Regional Treatment Literacy and advocacy TOT Training for positive women
 - d. AGM organizes every year
 - e. Regional meeting for positive MSM WG
 - f. Regional training on research and development of APN+ treatment research tools
 - g. Publication of Guideline book for NGOs working for positive people
 - h. Publication of Our Health Our Right book
 - i. Publication of gender guideline book
13. In terms of its focus on KAPs and activities there is a lot for collaboration between APN+ and the Coalition.
 - The regional coordinator stated that where this synergy has worked is with the MSM and Drug Users working groups.
 - The Global Fund's community system strengthening initiative is an area that the Coalition has been working closely with APN+ and we foresee further collaboration in the future. So far this has included co-hosting workshops.

Asia Pacific Network of Sex Workers (APNSW)

14. The Asia Pacific Network of Sex Workers (APNSW) is an informal network of sex workers and support

organizations for sex workers in the Asia & Pacific Region.

15. The network was established in 1995; two regional meetings were held to facilitate networking among sex workers and the groups that support them.
 - a. The first one was a symposium on Creating an Asia and Pacific Network of Sex Workers, which was held during the 3rd International Conference on AIDS in Asia and the Pacific (ICAAP) in Chiang Mai, Thailand in 1995.
 - b. The second meeting was a workshop that took place during the 4th ICAAP in Manila, Philippines in 1997. During the 5th ICAAP in Kuala Lumpur in 1999, an informal meeting was organized.
16. APNSW is also an affiliate of the International Network of Sex Workers Project and is present in 21 countries.
17. APNSW's Objectives:
 - a. To change the perception of society, media and authorities towards sex workers
 - b. To lobby and advocate for the rights of sex workers
 - c. To create solidarity among sex workers organisations and their support organisations
18. Similarly like the Coalition APNSW is also going through a restructuring process and moving towards a membership platform.
19. APNSW is registered and based in Kuala Lumpur, Malaysia.
20. In terms of Collaboration with the Coalition for the future, the main recommendations for support would be on APNSW Advocacy & Campaign on:
 - a. Decriminalizing Sex Work
 - b. Sex Work is Work
 - c. Abolishing Anti Trafficking Laws or Laws/Policies that impact sex workers
 - d. Mandatory HIV Testing on Sex Workers
 - e. HIV/AIDS Laws and Policy

The Asian Harm Reduction Network (AHRN)

21. AHRN is a regional information and support network created to link and support people operating programmes providing assistance to injecting drug users in Asia to prevent HIV transmission.
22. AHRN is recognized by UNAIDS as a Best Practice model, acknowledged by the World Health Organization (WHO) as a key partner in the response to HIV/AIDS in Asia.
23. AHRN is involved in five key activities:
 - a. Networking
 - b. Information sharing -
 - c. Advocacy and support for harm reduction-enabling policies
 - d. Program and policy development
 - e. Training and capacity building
24. Presently AHRN is supporting the implementation of Thailand's R8 Global Fund grant and will contact members for information to put into our newsletter.
25. AHRN is also working with ANPUD to see how they can support this new network (new coalition member) and explore opportunities for future collaboration.
26. The Coalition has been supportive to AHRN and its partners

- a. The Coalition supported 2 meeting for 12 D to develop its work plan, when we could not find funding.

27. The work plan is now fully funded by the Global Fund, it would not have happened without the support of the Coalition.

Coordination of Action Research on AIDS and Mobility in Asia (CARAM Asia)

28. CARAM Asia is a regional network working on migration and health issues, which was formed in 1997 and is based in Kuala Lumpur, Malaysia.

29. CARAM Asia has 22 members in 17 countries spread across South East Asia, North East Asia, the Gulf and Middle East.

30. We are also an NGO in Special Consultative Status with the Economic and Social Council of the United Nations.

31. Four pillars, which provide momentum to CARAM Asia programmes, are:

- a. Participatory Action Research (PAR)
- b. National and regional advocacy
- c. Coalition building
- d. Capacity building for CBOs and NGOs working with migrant communities.

32. These approaches provide an impetus for the development of research, publications, campaigns and policy prescriptions for CARAM Asia programmes.

33. Presently we have a workshop in Nepal around migrants and UNGASS

34. CARAM Asia is also going through funding issues.

- The regional coordinator stated that earlier this year there was a multi stakeholder dialogue with ASEASN to talk about migrants and HIV; APN+, The Coalition and CARAM Asia attended this.
- The output was a set of recommendations, which was taken to UNAIDS and the Global Fund Secretariat, particularly on issues around mandatory HIV testing of migrants
- These recommendations helped to facilitate interest to host a cross country dialogue meeting in the middle East and it also enabled us to get a recommendation on mandatory testing at the PCB
- Migration and mobility are cross cutting issues that affects all these population groups.

B. NEW NETWORKS

35. The RC introduced the two new networks to the Coalition, ANPUD and APTN.

Asia Network of People Who Use Drugs (ANPUD)

35. Established to support and empower drug-using communities to advocate and protect their rights and to facilitate meaningful participation in decision making on issues affecting them.

36. To advocate for Universal Access to Harm Reduction, HIV and HCV treatment and care programs and to challenge laws, policies and programs that disempower, oppress and prevent drug users from leading healthy and positive lives. The network is about meaningful involvement of people using drugs and looks at issues of decriminalization and how to affect policy changes.

37. ANPUD requires communications tools and capacity building to move forward.

38. The Secretariat has provided a lot of support to help establish ANPUD

Asia Pacific Transgender Network (APTN)

40. Transgender issue is separate an issue from MSM and a network of transgender was required.

41. Future plans to strengthen the network is as follows:

- a. 2 focal points selected to join 7 Sisters/AGM meeting
- b. Formalize a relationship with the partners (APCOM, APNSW and 7 Sisters)
- c. The development of transgender health resources booklet
- d. The development of APTN (e.g. representative, Network leadership and governance)

42. Future activities include the support of a transgender health resources booklet and mapping of TG organizations in Asia, supported by APCOM.

43. There will be further discussion with the Coalition to look at how they can support for capacity building and advocacy around TG issue.

44. In December 2009 a regional workshop will be held.

- The RC stated that the support to APTN is part of the Coalition's new strategic direction to support KAPs. Also the joining of APTN fills the gap left behind by the disbanding of AP Rainbow.
- The Secretariat has also talked to TSF to provide funding for an International consultant paired with a local consultant to support APTN

45. The recommendation from the Board for this matter was as follows:

The Secretariat can proceed with contracting TSF to provide support for APTN

C. UPDATE ON SECRETARIAT COLLABORATION WITH THE NETWORKS

46. Below is a summary and update on collaboration and support provided by the Secretariat to the other Coalition members:

ANPUD

45. Worked on and completed the Constitution of ANPUD.

46. Worked on and completed the governance structure and other guiding documents.

47. Wrote concept paper and prepared budget for submission to Australian Injecting and Illicit drug users league (AIVL); source of funding AusAID.

48. Coordinating on AIVL on finalizing the concept and budget and got it approved closely working with ANPUD senior members.

49. Coordinating the organizing of the first formal meeting of selected ANPUD members at Bangkok scheduled on 16th and 17th October 2009.

APN+

50. APN+ and The Coalition work agreement has been finalized and is awaiting APN+ steering committee approval.
51. Produced the entire documentation of the Regional Treatment summit held at Bangkok for onward submission to UNDP and dissemination.
52. MSM working group:
- a. Helped in finalizing the proposal to the submitted to AusAID through PACT Thailand for the working group.
 - b. Attended meetings along with MSM working group members for finalizing the proposal and to draw ideas.
53. Women working group:
- a. Prepared concept note on Visual documentation “ Community’s contribution towards Universal access” for APN+ women working group for onward submission to UNIFEM.
54. Drug users working group:
- a. Prepared with working group members for the session on Hepatitis C access to treatment session in 9th ICAAP.
 - b. Conducted together HCV session with World AIDS campaign, ANPUD along with DU working group during 9th ICAAP.
 - c. Currently preparing HCV treatment and education module with APN+ DU working group.

APNSW and APCOM: 9th ICAAP.

55. Coordinated the allotment of the booth of the two networks at ICAAP and assistance during the whole ICAAP process.
56. Organized meetings with Mr. Anand Grover, UN Special Rapporteur on Human rights, with Community representatives at ICAAP.
57. Liaise with Local Organizing committee during 9th ICAAP.
58. The Secretariat worked with the Key Correspondent team of the Alliance for documentation during 9th ICAAP.
59. Facilitated the coordination of the different sub community break outs groups during ICAAP.
60. Framed the Community statement for the opening ceremony of the 9th ICAAP with support from other community members and the speakers.

D. OTHER PARTNERS

61. The Coalition also collaborated with other partners on the following matters:
- a. Coordinated with the Global Fund, UNAIDS and APN+ to host the Global CSS consultation on 30th June till the 1st July 2009 in Bangkok.
 - b. Clear Terms of reference developed for the two Coalition Interns from Webster University, Thailand.
 - c. Assisted Hua from Treat Asia in making oral presentation on HSS during 9th ICAAP.
62. For further collaboration the RC made a recommendation to the networks:

All networks interested in participating in the UNGASS should notify the Secretariat of their interests by the October 31st, 2009.

VI. STRATEGIC DIRECTION

1. At the 2008 7S Annual General Meeting (AGM) the founding members agreed that the Coalition exists to represent and give voice to the HIV driven issues of the region's KAPS. Because of this, the Coalition started the restructuring process and developed new strategic directions.

A. STRATEGIC DIRECTION

2. The Coalition (7S) current Strategic Direction focuses on the following areas of work:
 - a. Advocacy:
 - i. The Coalition will formulate, implement and follow a joint advocacy strategy in order to address the needs voiced by our constituents, to influence the processes that affect people living with HIV/AIDS and those most vulnerable, and to bring about changes in the response in accordance to their needs.
 - b. Generation and Sharing of Strategic Information:
 - i. The unique position and structure of the Coalition allows it to generate and disseminate information and experiences to a wide range of actors. In that sense, the confluence of the seven member networks provides the Coalition a multi-pronged platform to generate and disseminate information and experiences to a wide range of actors and to build synergies between civil society groups, donors, bi-lateral and multi-lateral agencies and government actors. It is clear that the Coalition has a role in disseminating information both downwards to grassroots organizations and civil society groups but also upwards to governments, key agencies like the UN and other regional and international bodies.
 - c. Capacity building:
 - i. The Coalition favors collaboration and partnerships as a prime mechanism for implementation, resource mobilization, information sharing and other activities.

For the new Strategic Plan to be developed these directions will need to be modified or dropped accordingly.

B. STRATEGIC PARTNERSHIP

1. The RC brought up the issue of a strategic partnership with Burnett Foundation in Australia.
2. The Board provided the following recommendation:

The Board approves a technical partnership with Burnett Foundation and for the Secretariat to proceed with formalizing the partnership.

Coalition and other stakeholders Meeting: Day 2

24th September 2009

I. INTRODUCTION

1. The RC welcomed everyone to the Coalition and stakeholders meeting. He then introduced Paul Causey from the Asia Pacific Coalition for Male Sexual Health (APCOM) and Anandi Yuvraj from the International Coalition for Women (ICW); who are the Coalition's Strategic Partners.

II. ORGANIZATIONAL UPDATES

2. The RC then went through an update on the following issues that was discussed at length in the Board meeting:
 - a. Registration
 - b. Work Plan
 - c. Finances
 - d. New members

A. NEW NETWORKS

3. The RC talked about support to APTN and ANPUD.
4. Paul wanted to inform the members that both APCOM and APNSW has also provided money to APTN for the meeting as well.
5. The RC stated that the funds provided to APTN was initially allocated to AP Rainbow, however, with the disbanding of APR, the money has been allocated to both APTN and APCOM (Booth at ICAAP).
6. The PC wanted to raise the issue of how all members need to share information with the Secretariat, particularly on funding projects; so there is no duplication.
7. The RC stated the 7S money was flexible and but time-bound. However, TSF support to APTN can be extended for further six months, if APTN is properly established

B. 9th International Congress on AIDS in Asia and the Pacific

8. ASAP provided review of the discussion from yesterday's Board meeting. Lok also stated that any recommendations please forward them to ASAP.
9. The RC opened up the discussion for people to add anything new to this matter.
10. New Recommendations from the discussion was as follows:
 - a. Local Organising Committee
 - i. The coordinator for the LoC needs to be stronger and not try and please everyone;
 - ii. The Coalition needs to ensure the views and issues of KAPs are taken into consideration in every decision the LoC makes in terms of organizing the ICAAP.
 - iii. The Coalition needs to have a formalized agreement with LoC before providing any support; since the LoC in the main documentation did not recognize it; even though there was financial and other support provided.
 - b. Plenary topics and speakers
 - i. Need to identify what the topics are before
 - ii. Better selection process
 - c. Abstract and Scholarships
 - i. Need to have mechanisms and processes to ensure community participation
 - d. Community Forum
 - i. Need APN+ and Jothi to make recommendations

- ii. Secretariat needs to take a stance on this
 - iii. Establish practice in future we will always work with the national network
- e. The main focus of the Coalition should be on the Community Forum. The Secretariat needs to figure out mechanisms in place for the organizations, planning and facilitating the community forums in future.

11. The RC then asked the strategic partners for their thoughts on the 9th ICAAP:

- Anandi provided the following points:
 - a. There needs to be more systematic involvement of ICW in becoming a partner at the regional level conferences.
 - b. ICW found it difficult to negotiate and advocate for a stronger and meaningful role of positive women; since there was lack of communication with the LoC.
 - c. The problem with the 9th ICAAP was everything happened at the last minute, it provided everyone with limited time to plan.
- Paul Causey from APCOM then gave his views about his involvement in planning and being at the ICAAP:
 - d. The regional organizations have a close relationship with ASAP, but there is disconnect with the LoC, as ASAP itself has communication issues at the national level.
 - e. The selection of plenary speakers was did not match the needs of the region and had limited involvement of KAPs or of KAPs speaking about their issues.
 - f. The PCO controlled everything in Bali and the costs were exorbitant. This was put as a complaint to ASAP, but nothing was done.
 - g. However, we did figure out a good system to organize the ICAAP's, with the International coordinator working with a local coordinator who communicated with the LoC.

12. The MC then discussed about the ICAAP evaluation, which many felt was done in a limited time and did not cover enough scope.

13. Khartini also stated that this evaluation can also be used at the national levels, for countries to improve how they host conferences.

14. The Coalition members then provided a few recommendations around what UNAIDS role should be in this process and ASAP needs to hold UNAIDS accountable; since for the 9th ICAAP they failed at the national and regional level.

- a. Fundraising: this at the 9th ICAAP was delegated to the LoC.
 - b. Organize donor meetings
 - c. UNAIDS needs to take the lead of M&E (evaluation)
- Denovan felt that APN+ should be the one to develop the guidelines for the PLHIV forum
 - The RC stated that it should have been done with a national network such as JOTHI. As the Coalition should be working with a national networks.
 - Paul believed that APN+ needs to commit personnel to ICAAP and it should not left entirely to 7sisters

C. | 10th ICAAP

16. The RC talked about why some networks planned to boycott the 10th ICAAP in Korea. The RC then opened it up for discussion:

17. Lok stated that the restriction is only for migrants but not for tourist.

18. Ratri felt that it is not just about who mandatory testing is applied to, the point is that it should not even be there. The Coalition needs to be firm in their commitment to lifting travel bans in all countries. KAPs should be free to come and go where they want.
19. Brahm stated that there is a history of Governments eliminating travel bans after hosting AIDS events. IN Korea there are three categories based on occupation that are subjected to mandatory testing.
20. Lok stated that Korean Government will lift the travel ban on two of the occupations, but for entertainers it will remain.
21. The RC stated that usually sex workers fall under the category of entertainers, so it does not help the situation, as it is mainly APNSW constituents calling for the ban.
22. Lok felt that the Coalition should develop a plan to engage Governments, since if they don't go they are only hurting themselves.
23. Paul stated that we need to do more fact finding on this issue before making a decision.
24. The MC were asked about their stance on this issue by organization:
 - a. APN+ stance is still being formulated in regards to the 10th ICAAP and Arthur will update the Secretariat.
 - b. APNSW's constituency wants to boycott the 10th ICAAP.
25. Brahm wanted the Coalition members to check the following site for more information of countries that have a travel ban: **The Global Database: UN International Task team on travel restriction** www.hivtravel.org.

26. The recommendations from the Coalition members is that:

At present the Coalition will not boycott the ICAAP, but use this as an opportunity to affect change.

APNSW will negotiate first and if no change we will pull out.

APNSW needs to provide the Coalition with an exit timeline to make their decision and in case they plan to boycott the 10th ICAAP.

III. SECRETARIAT UPDATE

1. The RC went over all the updates that were covered at the Board meeting.
2. The Coalition discussed the following activities at length. Below is a summary of the discussion:

A. CSAT

3. Denovan Abdullah was introduced at the CSAT Indonesia coordinator. He then provided an update on the activities in Indonesia;
 - a. The new focus for this year will be on implementation and training on proposal development for KAPs.
 - b. APN+ will also support advocacy around Hepatitis C to ensure its inclusion in a Round 10 proposal.
 - c. Participation in the development of the National AIDS strategic plan for 2010-2014.

CSAT at the regional level then provided an update on their activities:

- d. Major activity for now is the documentation of the Round 9 process.

- e. CSAT AP will also be looking more at the implementation stages; since there are more than 137 under performing grants in this region prioritizing is difficult.
4. AHRN made a suggestion that CSAT AP should support them in their Global Fund grant in terms of TA for implementation.
- The RC stated that he would look at ways they can work together.
 - Barallee stated that if something similar to the support provided for 12D can be extended to other organizations, then we could build the capacity in this region.
 - Barallee also noted that due to support 7S extended to 12D they were able to apply and get accepted for support from Thailand's R8 proposal.

B. UNGASS

5. Pascal made presentation around the UNGASS on HIV and the UNGASS on Drugs.
6. In term of the UNGASS on HIV, there has been no date set for the High Level Meeting.
7. This is also the last year for UNGASS reporting and then the targets will become MDG ones.
8. Pascal opened the floor up for recommendations on how to improve the UNGASS process in the region (comments are by network) :
- a) **APCOM**
 - i) There needs to be more community input and validation of findings.
 - ii) There needs to be a transparent process on what countries are going to do and if there will be a follow up in each country.
 - iii) Consensus for Shadow report. UNAIDS wont put it into their website, but maybe we should ask them to put a link to access the reports
 - b) **CARAM**
 - i) Planning training with APCASO on migrants and how migrants can be better represented in UNGASS.
 - ii) We need to make sure the numbers are validated and what review process is available to migrants.
 - iii) We are still looking at a regional shadow report on migrants.
 - c) **ASAP**
 - i) Shadow report good idea to talk about the processes and how they were developed.
 - ii) Need to have a regional shadow report.
 - iii) We need to see how UNGASS and PCB information can be disseminated to the community, either through UN, regional or national level websites.
 - d) **APN+**
 - i) Shadow report for countries like Singapore will be difficult, so might not be in country- but countries can go through APN+ for a regional shadow report.
 - e) **APNSW**
 - i) Not sure about the decision of the Global Network of Sex Workers, but will give feedback after this meeting.
 - ii) Personal I think shadow report is good.
 - f) **ICW**

- i) Positive women network in India wanted to do shadow report, so looking for funds.
 - ii) Happy to facilitate and help the positive women get engaged.
- g) **JOTHI**
- i) Helping the National AIDS commission and Health department to invite the CS to write the UNGASS report of annex B.
 - ii) The earlier report we were writing were the shadow report. However, now we will work with the Government to try and improve our relationship.
- h) **ARHN**
- i) Engage community on the UNGASS process at the national level.
 - ii) Challenges in explaining what UNGASS is to the community.
9. The RC stated that in this region the focal point and lead for UNGASS is APCASO. Therefore they need to be ones to take action. Previously, they have been hosts or provided links for shadow reports on either their website or ICASO's.
10. The Coalition has received requests from the networks to support UNGASS, but as we are in a joint working agreement, the focal point is APCASO.
11. We have to hold APCASO responsibility as they have been provided with funding.
12. This is a larger role of the Coalition members.
13. There is no funding for shadow reports, but ICASO usually can find some money.
14. APCASO is having a consultation next month and the Coalition members should attend.
15. The recommendations from this session was the following:

APCOM, CARAM, APNSW and ICW who are invited to the APCASO consultation should attend and take these recommendations on UNGASS.

The programme coordinator will be the focal point on UNGASS for the Secretariat

A Calendar of events will be developed by the secretariat as information becomes available.

Coalition Members and Partners need to get back to 7S secretariat with the plans for their involvement with UNGASS by 30 Nov 2009.

IV. OTHER SECRETARIAT ACTIVITIES

1. Similarly to what was discussed at the Board meeting the RC reviewed the restructuring, network and organizational strengthening process taking place at the Secretariat.

A. INTERNSHIP

2. The Interns then delivered a 20 minute presentation about their experiences working for the Coalition and a summary of their work with the Secretariat and partners:
 - a. 7 Sisters
 - i. Monitoring and maintaining the current 7sisters Webpage
 - ii. Developing the new 7 sisters webpage
 - iii. Brochure and Business card designing
 - iv. Office roles (Compilation of documents and materials for Meetings) / logistical support
 - v. The 9th ICAAP

1. Pre-congress Youth Forum (7th to 8th of Aug 2009)
 2. Sub-committee member of the pre-congress youth forum
 3. Setting up and handling the UNAIDS and APN+ Booth(9th to 13th of Aug 2009)
 4. MARYP symposium (10th August)
 - Spoke as a panelist on youth issues and HIV
 5. Youth Perspective on HIV prevention: Abstract Session (11th Aug 2009)
 - vi. Gave presentation on “ Raising awareness in dealing with discrimination in Myanmar Society ”
 - vii. Took part in the civil society demonstration to demand that pharmaceutical companies and to nations to have access to Hep C treatment for all (12th Aug 2009)
- a. Webster University Thailand
 - i. Internship Report
 - ii. Will have workshop on sharing internship experience in Webster University Thailand (24th Oct 2009)
 - b. APN+
 - i. IDU and MSM Treatment Research
 1. Breakdown and review the data from Survey
 2. Treatment Research Summit (16th June 2009-18th June 2009)
 - ii. APN+ positive MSM Working Group Annual Face to face Meeting
 - iii. Role as a rapporteur
 - iv. Designed the APN+ MSM WG brochure
 - v. Assisted with APN+ MSM WG poster design for the 9th ICAAP
 - c. WAPN+
 - i. Role as a moderator of WAPN+ Google group
 - ii. Help in preparing documents for WAPN+ participants for treatment summit
 - iii. Assisted with visualizing the survey results of the WAPN+ treatment research report
 - d. World AIDS Campaign
 - i. Currently doing the translation for WAC World AIDS day campaign in native languages
 - e. UN PCB NGO delegation report
 - i. Breakdown data from surveys
 - f. Myanmar
 - i. Strategic Planning Workshop of Myanmar Positive Women’s Network (UNAIDS, Myanmar)
 - ii. Assisted in organizing the workshop and also took part as a liaison between the community and the regional consultant for strategic planning workshop to form first ever Myanmar Positive Women Network
 - iii. Help in forming the Myanmar Positive Women Network
 - iv. Myanmar Positive Group National Forum
 - v. Assisted in compiling the report in Burmese
2. They also stated that currently a process of developing Youth Leadership Project to have some kind of youth leadership development involving young key affected populations; so that there is a sharing of experiences and knowledge.

3. The concept note, which the interns are currently developing with support from the RC and PC, will be submitted to UNFPA.
4. The interns then entertained questions about their future plans, recommendations to 7S for future interns, and were congratulated for a job well done.
5. The coalition Members and Strategic Partners see the intern's experience as a key achievement by the secretariat and enthusiastically expressed support for continuing the internship program.
6. The PC is currently refining the TORs for the interns.
7. The internships are scheduled to end in November unless funding is secured to support the program
8. The RC informed the Members and Partners that documents related to the work performed by the interns is included in the USB provided.
9. Ratri congratulated on behalf of the MC for all the hard work they have done since interning at the Secretariat.
10. Khartini wanted to know their thoughts on how they think the Secretariat can improve the internship program?
11. The Interns stated that it might help if the Secretariat should developed a concept paper about how the organization functions, history, etc so that it makes it easier for people to understand the work culture and ethics of the Coalition.

B. INTERNATIONAL AIDS CONFERENCES

1. The aim of this discussion topic was to see what should the Coalitions role be in both the regional and international conferences?
2. There was more discussion around the International conference, since the ICAAP was previously discussed.
3. The Coalition members agreed that not to put too many resources to support the International conference, since the regional level one is the most important one for our mandate.
4. The last IAC the Coalition was in charge of organizing the Asia Networking Zone booth in the Global Village.
5. The Coalition members were however worried about the low representation of AP in the IAC.
6. Paul stated that a role the Coalition can play would be support the greater role of AP at the IAC.
7. The RC agreed, as the Coalition is one of the voices of the region.
8. The Secretariat works with IAS, but do not participate in some of their things. Good for us to have a clear stance.
9. APN+ had stated that they would no longer endorse International conferences. The RC wanted more information on this issue, as APN+ is a member.
10. The recommendation on the upcoming IAC in Vienna was:

If the Secretariat is not contacted by February 2010, the Coalition will not host the Asia Networking Zone in the Global Village and would only undertake limited activities at the IAC.

The ICAAP working group that will be developed, will also look at the relationship with the IAC.

C. STRATEGIC DIRECTION

11. The RC stated that one of the recommendations that came out of the last two days was that the Secretariat will work on the new strategic plan and should have it finalized by end February, 2010.
12. The RC also stated that in line with the Coalition's new strategic direction, partnerships are being established with strategic associates who work on the similar direction as us.
13. The RC then asked the Strategic Partners present to provide some information about their organizations and how they foresee their working relationship with the Coalition.

International Community of Women Living with HIV (ICW)

14. The global Structure of ICW is going through a restructuring process. The networks are facing various issues and challenges.
15. At the Global level last month we met the international steering committee of the IACW. Three days consultation and took some historic decision:
 - a. Move international support office from UK to Argentina.
 - b. Shifting the base of the Global Network to the Global South.
 - c. The regional networks will now house the International support office.
 - d. The International support office will then every year be change on a rotating basis.
16. ICW's Asia Pacific Strategic Business Plan is in place and looking into the possibility of setting it up in India.
17. In terms of activities, ICW has done the following:
 - a. Supported a 3 weeks workshop on leadership and HIV for positive women, other marginalized communities.
 - b. Working with APN+ on HIV and marriage and spousal transmission issues
 - c. Newsletter on Asia Pacific issues
18. ICW is here as a strategic partners since there is lot of scope for working with Coalition from a gender focus. ICW also agreed with the area that APCOM presented for potential collaboration

Asia Pacific Coalition on Male Sexual Health (APCOM)

19. Main mandate is to work with MSM and transgender and works in 10 geographical sub regions in AP.
20. There is a strong UN system involvement and other regional partners.
21. APCOM works on network support and capacity, Advocacy activities and Knowledge Development
22. Close relationship with the Coalition for ICAAP and foresees collaboration with the Coalition in the following areas:
 - a. Support of MSM and TG issues by the Coalition on regional bodies was a strong area for partnership.
 - b. Organizational capacity building and logistical support for travel
 - c. Needs assessment at the regional level
 - d. Intervene in conflict

- e. Sponsor think tanks to identify neglected or missed sub populations
- f. Community capacity development program- assisting community to develop abstract, plenary speakers
- g. Scholarship application process
- h. Community calendar

V. PENDING ISSUES

A. PAYMENT ISSUES WITH UNAIDS

1. The RC provide a background to the late payment issue with UNAIDS.
2. The RC felt that that Coalition needed to make recommendations on what the next steps should be in responding to this issue.
3. The main issue around delay in funding is that it hinders the organizations ability to fulfill its work plan.
4. The RC asked for any concrete steps or actions to be raised with UNAIDS on this issue of delay payment, below were some suggestions:
 - a. Contact both the Headquarters in Geneva and the regional office to notify them that this is a serious issue.
 - b. Create a think tank to come up with more substantial steps to be taken.
 - c. ASAP will try and raise it with Prasada Rao.
5. The main recommendation on this issue was:

The Coalition decides it is better to wait for another 6 months and if there still issues with UNAIDS in terms of late payment, the MC will meet to discuss how to approach this issue.

B. WORK PLAN

6. The RC wanted all comments and feedback of the work plan to be written on the hard copy itself.
7. The RC stated that the comments should not be about the full work plan but on the updates and changes that have been put in bold.
8. The RC wanted all Coalition partners to identify the following:
 - a. Ways we can work together?
 - b. As a Coalition we should look at what are the training needs we need?
 - c. How can the Secretariat strengthen the capacity of it Coalition members
 - i. One of the ideas put forward by the RC was to apply for a regional proposal for core to support all the Coalition members who would require it.
 - d. How can the Coalition have a more national presence (one of the issues the mid-term evaluation highlighted was that there was no national platform).
9. Some suggestions from the Coalition are below:
 - APCOM stated that mentoring was a good idea as well. This is something the Coalition can work with APCOM as they will be hiring a new Executive Director.
 - The RC stated that in terms of national presence it is about providing support to KAPs in countries.
 - Anandi stated the ICW would like to explore the issue of developing a future strategy with the Coalition.
 - The RC agreed with Anandi as this will also help the Coalition have a presence in South Asia.
 - Rico also stated that with the Commission on AIDS in Asia project already has established partners in countries and one of the follow up project's recommendation was for the Coalition to integrate it into their

programmes. However, in discussion with UNAIDS RST, they stated that there will not be any separate funding this project, but will be integrated into the core funding that is already provided through UNAIDS.

10. The recommendations from the Board on this agenda item was as follows:

The Coalition will ask TSF to put aside some funds to do mentoring to put APCOM in order while an ED is being hiring

All members were happy with the restructuring and fully support it.

**Word Key Affected Populations (KAPs) will be used in place of Most At Risk Populations (MARPs)
A listing of the groups defined, as KAPs should be in all Coalition organizational documents**

VII. NEXT STEPS

1. We know who we are as a Coalition and we are moving in direction of representing key affected populations?
2. The RC wanted the Coalition to give their feedback on the statement and how they feel the Coalition can support KAPs. Below is a summary of their discussion:
 - One of the concerns was that KAPs were not being full represented at the ICAAPs and that the Coalition needs to be more proactive in making sure they get a place at the ICAAPs.
 - Strategic partners and not core members is a good idea, so that we can have key partners that may not represent the KAPs but can provide us with other resources.
 - Need to strengthen our issues base? What do we have to say about Gender, Harm Reduction, etc.
 - Rather than creating new networks, it is a good start to have strategic partners and focus on issues
 - The Coalition should wait before trying to establish partnerships or creating networks of other groups.
3. The strategic partners stated that they were happy with the Coalition; however, felt that it represents networks that represent key affected populations rather than networks of key affected populations.
4. The RC stated that this is what the restructuring was about and now it will be networks of key affected populations.

VIII. CLOSING

1. Khartini tried to show a video, however, the audiovisual equipment was not working.
2. Khartini stated that she will forward the video to the Secretariat who will provide it to the Coalition members and upload it on their website.
3. There were no parking lot issues, so the RC closed the meeting and thanked everyone for being here and for those who were at the other meetings as well.

A. CLOSING COMMENTS

4. Closing comments from the Coalition member were as follows:
 - a. The process for selection of MC member, which will take place next year, will be in this order:

- i. Election May 2010
- ii. Finalization of new member selection June 2010
- iii. Introduction of new MC member at the next AGM September 2010

5. The Coalition members agreed to the following recommendations:

The Secretariat will now establish the practice that the AGM will now be held in September

The Regional Coordinator will be promoted to the post of Executive Director and with a salary scale to match the promotion. This recommendation is based on the work accomplished in the last year. The position upgrade was discussed and approved.

MC must support inclusion of salary increase in the next proposal the salary.

The Programme Coordinator position upgraded to Regional Programme Coordinator.

The Secretariat will formalize the Internship Programme.

The secretariat will modify TORs as deemed appropriate for the restructuring and registration of the coalition.

The Coalition will develop the new strategic plan finalize by end of Jan

6. The RC closed the meeting at 18.00 Bangkok time.

FOLLOW UP FOR THE COALITION MEMBERS AND THE SECRETARIAT

October 31st, 2009

- ✦ AGM 2009 Meeting Report Finalized
- ✦ Code of Conduct Finalized
- ✦ Draft MoU will be finalized
- ✦ Conflict of Interest Policy Developed
- ✦ All members need to provide information to the Secretariat on countries they work with and their local partners for mapping purposes
- ✦ Secretariat will report back with options and recommendations for registration.
- ✦ The process to obtain a Consultant to facilitate the registration process for the Coalition will be initiated

November 2009

- ✦ Begin negotiating MOUs with Members and Partners
- ✦ All networks interested in participating in the UNGASS should notify the Secretariat of their network's interests and plans.
- ✦ New Website launched

December 2009

- ✦ First Draft of the Strategic Plan

January 2010

- ✦ MOUs Completed
- ✦ Working Draft of Strategic Plan Complete

February 2010

- ✦ Finalized Strategic Plan
- ✦ Coalition will provide the Board with options on becoming a member of ASAP

OTHER FOLLOW UP ACTION

- ✦ Burnett foundation and for the Secretariat to proceed with formalizing the partnership
- ✦ The Secretariat will provide the Board with suggestions of new names and will take a decision to keep the present name or have a new one; once the registration process has been initiated
- ✦ The Secretariat will form a working group between 7sisters and ASAP for ICAAP partnership
- ✦ The Secretariat will come up with recommendations to address issues raised around ICAAP.
- ✦ Secretariat will contract TSF to provide support for APTN
- ✦ Secretariat will contact APCOM and ICW to follow-up
- ✦ Khartini will provide the Coalition with an exit timeline; in case they decide they want to boycott the ICAAP.
- ✦ The programme coordinator will be the focal point on UNGASS for the Secretariat
- ✦ A Calendar of events will be developed as information become available

FOR THE RECORD

The following comments were received from Pascal in response to the AGM Report and are included with response from the MC and Secretariat for the record:

Regarding Coalition (7S) Finances

- Recommend that all documents, including financial payments, including petty cash, should require 3 signatures – 2 MC signatures and the RC. See Finances.
- As suggested above, I would strongly recommend that all financial payments, including petty cash advances, require two MC signatures as well as RC signature. This is standard practice in other networks and coalitions...

Response: The secretariat will be developing organizational policy and procedures for the pending registration of the coalition in Thailand in consultation with the current MC. These recommendations will be considered but as none of the current MC resides in Bangkok this is not practical and would cripple day-to-day operations of the secretariat.

Regarding the Coalition (7S) Brochure

- Maybe I missed this but the green brochure looks like it was designed in the 80s. I would suggest revising the design...

Response: The current brochure is only temporary as we go about the process of restructuring and registering. Once the above is more finalized a new and improved brochure will be designed but as this decision was mentioned and approved at the AGM the design is not up for reconsideration.

Regarding the MOU

- I thought we had agreed to remove the 'living document' bit...

Response: The living document designation is removed from the WA but will be in effect for the MOUs this gives the secretariat as well as Members and Partners some flexibility. This was agreed to by the Members and Partners.

Regarding upgrading of Regional Coordinator and Program Coordinator

Correction: One member of the Board (ASAP) recommended a position change. No decision was made.

- As it was not time to discuss this recommendation, I did not speak out here. However, with all due respect to Vince and his hard work, the title "executive director" would be misleading.
- The title can be changed but the title "executive director" implies executive decision-making power and the ability to set the direction for the organization. The Regional Coordinator DOES NOT HAVE EXECUTIVE POWERS OR THE POWER TO SET DIRECTION. The Coalition is a member driven organization and the Coordinator is there to implement the will of the members. If RC were to be changed to ED, it would imply that RC could make decisions on all organizational members' behalf without necessarily consulting us and we would have to respect those decisions.
- I am supportive of a title change to reflect the level of responsibility and empower Vince but the title should not have the words "Executive" or "Director".
- Please amend notes accordingly – a suggestion was made but was not voted on or discussed.

Response: Pascal is correct in that this was raised on Day 1 as per his comment and not discussed. The point was raised again on Day 2 in the Next Steps Agenda item where it was discussed Members and Strategic Partners, approved and is reflected in the notes taken from that day (p. 39).

ANNEX 1:

Meeting of the Management Committee: 22nd September 2009

Time	Content	Notes/Facilitator
0830-0900	<ul style="list-style-type: none"> • Arrival 	
0900 – 0915	<ul style="list-style-type: none"> • Welcome by Secretariat • Introduction of Rapporteur and House Keeping 	Vince
0930 – 1000	<ul style="list-style-type: none"> • Goals of the next 3 days • Review of Emergency Meeting Minutes and Decisions • Presentation and approval of meeting agenda • Expectations of MC Members • Parking Lot 	Vince
1000 – 1030	<p>Presentation:</p> <ul style="list-style-type: none"> • Final Draft of Coalition Working Agreement • Draft MOUs, Code of conduct & related documents 	Vince
1045 – 1100	BREAK	
1100 – 1200	<p>Update:</p> <ul style="list-style-type: none"> • APCASO • Restructuring • Coalition Members • Strategic Partners • Technical Partners • International & Regional Partners 	Vince
1200 – 1300	LUNCH	
1300 – 1500	<p>Administrative</p> <ul style="list-style-type: none"> • Staff Contracts/Issues • Hiring process • Finances • Monthly Meetings/Progress Report/Work Plan • Strategic Plan • To Register as a Thai Fdn or International NGO 	Vince
1500 – 1515	BREAK	
1515 – 1600	<p>Coalition Communications</p> <ul style="list-style-type: none"> • Logo • Server • Web Page • Brochure 	Vince TBD
1600 – 1700	Parking Lot	Vince
1700 -1730	Closing	All

Coalition Meeting: DAY 1: Board, ANPUD, APTN meeting: 23rd September 2009

Time	Content	Notes/Facilitator
0830-0900	• Arrival	
0900 – 0915	<ul style="list-style-type: none"> • Welcome by Secretariat • Introductions of Network Representatives • Introduction of Rapporteur and House Keeping 	Vince & MC Rep
0915 – 0930	<ul style="list-style-type: none"> • Goals of the next 2 days • Review of Emergency Meeting Report • Presentation and approval of meeting agenda • Expectations of Coalition Members • Parking Lot 	Vince Vince
0930 – 0945	Report back from MC Meeting <ul style="list-style-type: none"> • APCASO • Working Agreement signing. • MOU & related documents 	Vince
1015– 1045	BREAK	
1045 – 1145	Secretariat Update <ul style="list-style-type: none"> • Changing Role • Activities • Funding • Financial Reports for 2009 • MOU With APN+ (Host organization) 	Vince
1145- 1230	Organizational <ul style="list-style-type: none"> • Register as a Thai Foundation or Inter. NGO • Name Change • Website • Calendar for July 2009 to June 2010. 	Vince
1230 – 1330	LUNCH	
1330 – 1430	ICAAP	Vince
1430-1530	From the Network*s <ul style="list-style-type: none"> • What are you going to do this year? • What are some opportunities that the other Networks can work with you on? 	Vince
1530 – 1545	BREAK	Vince
1545 – 1645	New Networks Presentations <ul style="list-style-type: none"> • ANPUD • APTN 	
1645 –1715	Strategic Directions <ul style="list-style-type: none"> • Activities • Next Steps 	Vince,
1715 – 1730	CLOSING	Vince

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

Dinner with Coalition's Friends and Supporters (Info Forthcoming)

Coalition (7S) AGM 2009 Report (19th October,2009)

Coalition Meeting: Day 2: Coalition and other stakeholders Meeting 24th September 2009

Time	Content	Notes
0900 – 0930	Introductions	Vince
0930 – 1000	Recap of Day 1	Vince
1000 – 1100	Report of 9 th ICAAP <ul style="list-style-type: none"> o Role of Seven Sisters o Plenary topics and speakers o Community Forum, PLWHA Forum o Abstract driven presentations, Non-abstract driven programme o Plans for Next ICAAP 	Vince/Denovan ASAP
1100 – 1115	Break	Vince
1115 – 1145	CSAT CSS GFATM Secretariat KAPs Consultation	Vince
1145 – 1230	PCB Update and next steps UNGASS	Vince
1230 – 1330	Lunch	
1330– 1430	Other 7S Secretariat Activities Organizational Strengthening Network Strengthening International AIDS conferences. Strategic Directions	Vince/
1430- 1515	Strategic Partners APCOM ICW	Paul Causey Anandi Yuravaj
1515 -1545	The Payment Issue	Vince
1530 – 1545	BREAK	
1545 -1630	Restructuring Discussion 2 Who are we as a Coalition? Who do we represent? What do we want to accomplish as a Coalition and with our various partners? How do we do this? Do the activities we've spoken of today reflect this?	Vince
1630 –1700	Next Steps Restructuring (Continued) Timeline/Calendar Oct 2008- February 2010, Beyond	
1700 – 1730	Parking Lot	Vince
1730 -1800	Closing	Vince

ANNEX 2:

PARTICIPANTS LIST FOR THE 2009 ANNUAL GENERAL MEETING

Arthur Lim	APN+
Khartini Slamah	APNSW
Suksma Ratri	CARAM Asia
Kanna Dharmarajah	CSAT
Lok Prakash	ASAP
Pascal Tanguay	AHRN
Barallee Mesukh	AHRN
Jimmy Dorabjee	ANPUD
Zahid Hussein	ASAP
Kay Thi	APNSW
Denovan Abdullah	CSAT- JOTHI, Indonesia
Anandi Yuvraj	ICW
Brahm Press	CARAM Asia
Sitthiphan Boonyapisomparn(Hua)	APTN
Paul Causey	APCOM
Giten.Khwairakpam	Secretariat
Vincent Crisostomo	Secretariat
Skand Amatya	Intern
Aye Zin Thaw	Intern.

ANNEX 3:

Key Recommendations from Emergency meeting of the MC

Dated: 7th September 2009, Kuala Lumpur

1. Vince will type up a short (1 or 1 and half page) response to APCASO. APCASO can respond to this by writing at least 5 days prior to the AGM. The MC will discuss the merit of their response and after which will decide whether to engage APCASO in a different meeting during the AGM.
2. APCASO will not be invited in the AGM.
3. Regular meetings (virtual) of the MC to be conducted at least once a month probably on a fixed date.
4. Vince to work out Year 1 balances of the core funding.
5. Vince to see possibility of a common regional proposal, which will involve all the members and activities complementing one another.
6. Code of conduct to be developed in draft and kept ready by AGM.
7. Working agreement to be signed during the AGM by the network representatives.
8. After restructuring, the MOUs to be signed with members, Technical, strategic partners to have clauses of Transparency, accountability and other associated principles.
9. Clearly define what is Strategic, Technical partner etc.
10. A draft MoU to be ready for discussion by AGM.
11. MoU with APN+ (Host) to be two. One on the sharing expenses and financial part and the other on the principles, collaboration and KAPs issues related.
12. For anything to do coalition matter, the Mc should direct all queries t the Regional coordinator being the point of contact from the Secretariat.
13. Movement of Vince and Giten to be kept updated to the MC.
14. Mapping of events so that coordination of representation is happening.
15. Relationship with Burnett to be established.
16. All systems, documents and processes to be developed after the restructuring and the MC during the AGM will clearly define the same with set deadlines for the Secretariat to take it forward.

Key Recommendations from Emergency meeting of the MC, Lok and Pascal

Dated: 8th September 2009, Kuala Lumpur

1. Vince will type up a short (1 or 1 and half page) response to APCASO. APCASO can respond to this by writing at least 5 days prior to the 4th AGM. The MC will discuss the merit of their response and after which will decide whether to engage APCASO in a different meeting after the AGM.
2. APCASO will not be invited in the 4th AGM.
3. In the 4th AGM decision will be taken on APCASO issue and a brief (1 pager) of the process that we followed and opportunities given to APCASO will be prepared. The same will be shared with people who ask on reasons and face to face to be held whenever necessary.
4. APCASO will be acknowledged as a founding member in all documents and website of the coalition.
5. No MC or board member will conduct side meetings with anyone. Failure to comply will result in expulsion from the MC or Board. Any issue or questions will be directed to the Regional coordinator.
6. On the registration of the Coalition to contact someone (Thai) from HDN who has been through the process recently and possibly engage as consultant.
7. Regular meetings (virtual) of the MC to be conducted at least once a month probably on a fixed date and Vince can use UNAIDS teleconference facility to do this.
8. Vince to send out working agreement one more time to all members.
9. Working agreement to be signed during the AGM by the network representatives. Network representatives to sign and not executive directors.
10. ASAP with its current structural changes and new ED and Board, may not sign the working agreement but will give clear reasons for the same. However, it has already been accepted when Scott and Lok was there as part of the last AGM to sign on the Agreement.
11. MC and Board members are to be treated as Representatives from the network members and not from their Secretariats to allow greater independence in Representation and avoid potential conflict of interest.
12. After restructuring, the MOUs to be signed with members, Technical, strategic partners to have clauses of Transparency, accountability and other associated principles.
13. Clearly define what is Strategic, Technical partner etc.
14. A draft MoU to be ready for discussion by AGM.
15. All systems, documents and processes to be developed after the restructuring and the MC during the AGM will clearly define the same with set deadlines for the Secretariat to take it forward.
16. No reading materials will be given as hard copies but will be sent as electronic copies in Flash drives. However, Agendas will be printed and provided.
17. For the next ICAAP, the relation between IAC-LOC to be clearly defined.
18. Lok to develop some clear questions on what changes would the coalition members would like to see in ICAAP organisation and implementation.