

Annex 3: The HIV and AIDS 12-boxes framework including a gender perspective

In this version of the 12-boxes framework, there is a key question in each box relating to HIV and AIDS, and examples of the factors that one should consider.

	MISSION AND OVERALL STRATEGY	STRUCTURE	STAFF	PROGRAM AND ADVOCACY WORK
TECHNICAL ASPECTS The processes and systems to run the organisation, and the managing of social, financial and technical resources	1. POLICIES AND ACTIONS To what extent do policies and actions include concern about HIV and AIDS/ Gender equality issues and take steps to address them? <ul style="list-style-type: none"> Concern about HIV and AIDS/ Gender equality issues in the organisational and staff policies. Concern about HIV and AIDS/ Gender equality issues in action plans, strategies and approaches. Budgeting to address HIV and AIDS/Gender- related issues. Attention to HIV and AIDS/ Gender-related issues in monitoring and evaluation. 	4. RESPONSIBILITIES, PROCEDURES AND SYSTEMS To what extent do responsibilities, procedures and systems contribute to effectively and efficiently addressing HIV and AIDS related issues in a gender sensitive way? <ul style="list-style-type: none"> HIV and AIDS/Gender integration in tasks and responsibilities, job descriptions. Consideration of HIV and AIDS/Gender in procedures (recruitment, appraisal, etc.). HIV and AIDS/Gender in information systems. Coordination of HIV and AIDS/ Gender actions (focal points, and the like). Networking and partnership arrangements related to HIV and AIDS/Gender Facilities and conditions to allow (male and female) staff to work in a context of HIV and AIDS. 	7. STAFF CAPACITY AND EXPERTISE To what extent does the organisation ensure that staff have the capacities and expertise to address HIV and AIDS-related issues in a gender sensitive way? <ul style="list-style-type: none"> Levels of staff knowledge about HIV and AIDS. Levels of staff competence with regard to HIV and AIDS Understanding among staff of the gender dimension of the HIV and AIDS epidemic. Refresher training on HIV and AIDS and gender. 	10. PROGRAM DESIGN To what extent does the organisation ensure that HIV and AIDS and gender equality issues are part and parcel of the programs, from analysis to monitoring and evaluation? <ul style="list-style-type: none"> Analysis of the situation at the community or society from an HIV and AIDS/Gender equality perspective Design, planning, implementation, monitoring and evaluation of HIV and AIDS activities, components or programs. Program strategies and approaches to address the HIV and AIDS epidemic including adapting existing work through mainstreaming HIV and AIDS. Consideration of gender in HIV and AIDS activities and programs. Partnership and networking with other organisations with HIV and AIDS/Gender expertise.
ASPECTS OF INTERACTION The interaction processes which influence the allocation of social, financial and technical resources.	2. VARIOUS INFLUENCES ON POLICIES AND ACTIONS To what extent do people who are influential in the running of the organisation support and actively pursue addressing HIV and AIDS/ Gender equality issues? <ul style="list-style-type: none"> Commitment and support of the management, board and staff towards HIV and AIDS/Gender related issues in the policies and actions of the organisation. Influence of external individuals, organisations, and donors about HIV and AIDS/Gender-related issues on the policies and actions of the organisation. 	5. DECISION MAKING To what extent does the organisation ensure that HIV and AIDS and gender equality issues are seriously taken into consideration in decision making on organisational matters? <ul style="list-style-type: none"> Consideration of HIV and AIDS/ Gender equality related issues in formal and informal decision making processes. Participation of male and female staff irrespective of HIV status in the decision making processes. Management on HIV and AIDS/Gender related issues (confidentiality, action sexual harassment, etc.) and related conflicts. Allocating budgets to HIV and AIDS/Gender actions Putting decisions into action. 	8. FREEDOM/SPACE TO DO ONE'S WORK To what extent does the organisation provide freedom and space to staff members to work in a context of HIV and AIDS in a gender sensitive way? <ul style="list-style-type: none"> Freedom and support given to (male and female) staff to address HIV and AIDS/Gender-related issues in their work and in the workplace Supportive environment for HIV-positive staff and staff affected by HIV and AIDS (both males and females). 	11. DECISION MAKING AND ACTIONS TAKEN ON PROGRAMS To what extent does the organisation ensure that HIV and AIDS and gender equality issues are seriously taken into consideration in decision making and related actions of its programs? <ul style="list-style-type: none"> Consideration of HIV and AIDS/Gender-related issues in decision making on programs and activities Influence of management, staff and people from outside the organisation on the focus of the programs, the choice of the target group, the approach, budget priorities when it comes to addressing HIV and AIDS/ Gender related issues. Conversion of decisions into implementation.
CULTURAL ASPECTS The norms and values in the organisation.	3. DOMINANT NORMS AND VALUES OF THE ORGANISATION To what extent do the organisational norms and values show concern about HIV and AIDS and gender equality issues? <ul style="list-style-type: none"> Norms and values about HIV and AIDS/Gender which guide the policies, actions and programs. Norms and values about HIV and AIDS/Gender which guide staff behaviour. 	6. LEARNING, TEAM WORK AND PARTNERSHIP To what extent do the norms and values on ways of cooperation and support among staff and with outsiders, reflect concern about HIV and AIDS and gender equality issues? <ul style="list-style-type: none"> Norms and values concerning team work in the context of HIV and AIDS/Gender. Norms and values towards working relations with outsiders about HIV and AIDS/Gender Importance attached to learning about HIV and AIDS/Gender. 	9. BELIEFS AND ATTITUDES OF STAFF To what extent do staff members' beliefs and attitudes support HIV, AIDS and gender-related issues to be addressed in the workplace? <ul style="list-style-type: none"> Commitment of staff towards addressing HIV and AIDS/ Gender Stereotyping and stigmatising colleagues with regard to HIV and AIDS. 	12. STAFF BELIEFS AND BEHAVIOUR TOWARDS COMMUNITY To what extent do staff members' beliefs and behaviour support HIV, AIDS and gender-related issues to be addressed in the work? <ul style="list-style-type: none"> Staff's beliefs about the importance to address HIV and gender inequality issues Staff's attitude and behaviour towards HIV-positive and AIDS affected men, women, boys, girls in the community (inclusion/exclusion in programs and activities).