



Cambodia's UNGASS Country Progress Reporting Process

November 2007-January 2008

DRAFT

Introduction

When the UN General Assembly Special Session on HIV/AIDS (UNGASS) was held in 2001, Cambodia was one of the member states who adopted the Declaration of Commitment on HIV/AIDS. The UNGASS Declaration addresses global, regional and country-level responses to prevent new HIV infections, expand health care access and mitigate the epidemic's impact.

A number of indicators have been developed to measure progress in implementing the UNGASS Declaration. The indicators are designed to help countries assess the current state of their national response while contributing to a better understanding of the global response to the AIDS pandemic, including progress towards meeting the targets in the UNGASS Declaration. The UNGASS indicators are reported on every two years.

UNGASS Country Progress Reports have already been submitted by Cambodia in 2003 and in 2005. The third report will need to be submitted before the end of January 2008.

The National AIDS Authority (NAA) is responsible for leading the UNGASS reporting process and submitting the Country Progress Report to UNAIDS. This consists of three main elements:

- A *narrative report* will need to be submitted together with indicator data included in the *Country Response Information System (CRIS)* database;
- A *National Funding Matrix* summarizing the AIDS spending by funding source; and
- A report on the National Commitment and Actions indicators, the so-called *National Composite Policy Index (NCPI)*.

The indicator data to be incorporated into CRIS will be derived from various sources including sentinel surveillance surveys and monitoring systems operated by various institutions. The data for the Funding Matrix will be gathered through a National AIDS Spending Assessment (NASA), which will be conducted by an international consultant in cooperation with NAA officials trained in the NASA methodology. The NCPI requires administration of a questionnaires to government officials on the one hand, and to representatives from nongovernmental organizations, bilateral agencies and multilateral rganizations on the other hand.

Scope



UNAIDS
JOINT UNITED NATIONS PROGRAMME ON HIV/AIDS

UNHCR UNICEF UNODC
WFP ILO UNESCO
UNDP WHO
UNFPA WORLD BANK

Cambodia's Country Progress Report will present trends in the epidemic and progress in the national response. The report should be used as a platform for discussions about progress so far and future challenges.

All stakeholders will be invited to participate in the reporting process including government institutions, civil society organizations and bi- and multilateral agencies. This round of reporting is an opportunity for the civil society to be involved to a larger extent than in the previous reporting processes. The key tasks of the civil society will be to provide information and to share experiences and views. Civil society organizations will be involved in the analysis and interpretation of indicator data, completion of the NCPI and review the draft Country Report before it will be finalized and submitted by the National AIDS Authority. This is also an important opportunity for the civil society to give recommendations on how Cambodia can improve the effort to achieve Universal Access (UA) and the HIV-related Millennium Development Goal (MDG).

Goal & Objectives

The main objective of the UNGASS reporting process is to submit a comprehensive UNGASS report, prepared in a participatory manner, with strong national ownership.

The process will inform the concerned partners about the UNGASS reporting and provide them with a platform for discussions where the opinions of the different stakeholders can be expressed and can inform future programming and policy making.

Outputs

The expected outputs of the process are:

- Informed stakeholders who actively participated in the process, especially CS;
- Four UNGASS consultation meetings conducted, including with civil society;
- Data and information compiled and inputs from all stakeholders collected; and
- UNGASS report duly completed and submitted on time.

The Cambodia UNGASS Country Report Process

During December 2007 and January 2008 four meetings will be organized. The first two meetings will focus on the civil society and their participation in the UNGASS reporting. The third meeting will be a national stakeholder meeting to review and discuss indicator data and to complete the NCPI questionnaires. The purpose of the last meeting is to provide an opportunity for formulating comments and to make inputs into the draft Country Report before it is submitted to UNAIDS in Geneva on 31st January 2008.

Preceding the civil society consultation, a small questionnaire survey will be conducted with civil society organizations on issues addressed in the NCPI Questionnaire Part B which is designed to be administered to representatives of civil society organizations (CSOs) and of bi-



and multilateral agencies. The answers will be processed and analyzed by the HIV/AIDS Coordinating Committee (HACC) and used to pre-fill the NCPI questionnaire (Part B). A number of factual questions will be directly pre-filled by HACC to be validated by representatives of CSOs at their pre-consultation meetings.

Early December, a *Civil Society Pre-Consultation Meeting at the provincial level* will be conducted, where participants will be briefed about the UNGASS reporting and be able to verify and discuss the responses to the NCPI questionnaire. This is a good opportunity for CSOs to express their opinions and for HACC and the NAA to get first-hand information from those who work with HIV/AIDS at the local level. At this meeting five representatives from CSOs will be selected to join the Civil Society Consultation meeting in Phnom Penh.

The *Civil Society Pre-Consultation Meeting in Phnom Penh* will be organized one week later and will present the responses found in the questionnaire sent out to the Phnom Penh based organizations and incorporate the information gathered at the *provincial* meeting. This meeting also offers an opportunity to discuss the UA and the new HACC UA project.

Following the meetings with civil society, a *National Consultation Meeting on UNGASS* with a wide range of different stakeholders will be organized and host participants from the government institutions, civil society organizations as well as bi- and multilateral agencies. Presentations and discussions will focus on the UNGASS reporting process including the role of civil society, the measurement of UNGASS indicators and the interpretation of the findings. In particular, the meeting will provide a preliminary overview of Cambodia's progress in relation to the 25 UNGASS indicators.

The *UNGASS Country Report Validation Meeting* will take place in the second half of January and aims to review the draft report in order to validate and endorse the findings. Participants will have received the draft report ahead of time and can provide their input and final comments both orally at the meeting or in writing before the report is finalized and submitted.

Parallel to the small survey and to the four consultation meetings, a NASA will be conducted to collect financial information needed to complete the National Funding Matrix.



Summary of the consultation meetings

Civil Society Pre-Consultation Meeting at Provincial Level:

- When:** 3 December 2007
- Agenda:** Background of UNGASS and the process; Review and validation of NCPI questionnaire responses; Discussion of a few indicators to gather views and recommendations; Selection of people for Phnom Penh meeting
- Participants:** 20-25 representatives from the region
- Where:** Battambang
- How:** Full-day workshop: Presentations, Discussions
- Lead:** HACC
- Finance:** HACC

Civil Society Pre-Consultation Meeting in Phnom Penh:

- When:** 11 December 2007
- Agenda:** Background of UNGASS and the process; Review and discussion of selected UNGASS core indicators to gather information, views and suggestions; Review and validation of the NCPI questionnaire responses;
- Participants:** 55 representatives from the province and Phnom Penh (local, national and international NGOs)
- Where:** Phnom Penh
- How:** Half-day workshop: Presentations, Discussions
- Lead:** HACC
- Finance:** UNAIDS

National Consultation Meeting on UNGASS:

- When:** 14 December 2007
- Agenda:** Background of UNGASS and the process; Discussion and consensus on all 25 indicators
- Participants:** 55-60 representatives from government institutions, local, national and international NGOs and bi- and multi-lateral organisations
- Where:** Phnom Penh
- How:** Full-day workshop (presentations, discussions, group exercise)
- Morning session::*
Background of UNGASS and the process; Review and discussion of selected UNGASS core indicators to gather information, views and suggestions
- Afternoon session::*
Participants will be divided into two groups (one with government representatives and one with representatives from CSOs, bi-lateral, multi-lateral organizations) to discuss and complete the NCPI questionnaire.
- Lead:** NAA
- Finance:** UNAIDS



UNGASS Country Report Validation Meeting:

- When:** 3rd week January 2008 (around 22 January)
- Agenda:** Review draft report to validate and endorse the findings; discuss successes and constraints and future plans to improve performance, especially in the areas where there remain weaknesses and challenges.
- Participants:** 55-60 representatives (same as at the National Consultation Meeting on UNGASS)
- Where:** Phnom Penh
- How:** ½ day meeting: Presentations, Discussions
- Lead:** NAA
- Finance:** UNAIDS



Tentative Dates for the Cambodia UNGASS Country Report - November 2007 to January 2008

Activities/Date	Nov 12-16	Nov 19-23	Nov 26-30	Dec 3-7	Dec 10-14	Dec 17-21	Dec 24-28	Dec/Jan 31-4	Jan 7-11	Jan 14-18	Jan 21-25	Jan 28-31
1. Questionnaire sent out to CSOs (12 November)												
2. Deadline for reply from the CSOs. (19 November)												
3. Data gathering, analysis and entering at NAA (November/December)												
4. NASA workshop (26-30 November)												
5. NASA data collection (December/January)												
6. Civil Society Pre-Consultation Meeting at Provincial Level (3 December)												
7. NASA consultant (10-21 December)												
8. Civil Society Pre-Consultation Meeting in Phnom Penh (11 December)												
9. National Consultation Meeting on UNGASS (14 December)												
10. Draft report to be circulated for review (Early January)												
11. NASA consultant (7-23 January)												
12. UNGASS Country Report Validation Meeting (22 January)												
13. Financial Matrix submitted (23 January)												
14. Deadline for submission to Geneva (31 January)												
Weekly meetings will be held to track progress.												