

**Suggested Action Plan for the Preparation of the 2003 Report  
on national follow up to the UNGASS Declaration of Commitment  
prepared by CRD, UNAIDS**

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**First Report due end of March 2003**

The first report on national follow up to the UNGASS Declaration of Commitment is due from countries to the UN Secretary General (submitted via the UNAIDS Secretariat) by June 2003. While the responsibility is principally that of countries – as required by the UNGASS Declaration of Commitment (DoC) – UNAIDS Secretariat staff are asked to assist and facilitate the production of country reports. The goal of the UNAIDS Secretariat is to ensure that at least 80 countries have submitted reports to the UNAIDS Secretariat by end March 2003. This will provide sufficient time for the UNAIDS to draft the synthesis report to the Secretary General which will be the cover for the collection of national reports.

**For the 2003 Report: Existing data only – no new data collection**

As the indicators for tracking UNGASS have only recently been finalized, there is not time to undertake new data collection activities in time for the March 2003 report. Countries are therefore advised to review and submit existing data only. The most recent data available should be used, which in many cases will be 2001 data - as there may not be sufficient time to assemble, review and validate 2002 data.

**For the 2005 Report: Planning to collect data on the UNGASS indicators**

While existing data will be used for the 2003 report, planning should commence quickly to undertake data collection exercises on the UNGASS indicators<sup>1</sup> for the 2005 report. As the UNGASS DoC indicators have been designed keeping in mind the principal existing M&E frameworks, it should be for those national coordination forums focusing on M&E issues to identify appropriate partners and processes.

**Suggested Steps: National review to report on 2003 and plan for 2005**

The suggested approach is for the organisation of a country-level meeting to organise the production of the national reports. In this meeting it should be stressed that Monitoring and Evaluation with regard to HIV/AIDS, the country response and more specific the UNGASS indicators is business as usual.

It is suggested that the national meeting will focus on a number tasks, including:

- 1) assemble all existing data as inputs into the March 2003 Report and plan how the report (both data and narrative) will be drafted and validated; and

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<sup>1</sup> See Monitoring the Declaration of Commitment on HIV/AIDS, Guidelines on construction of core indicators, UNAIDS, August 2002.

- 2) examine gaps in the existing data collection plan with regards to the UNGASS indicators so that research and data collection exercises can be planned to ensure an ability to report on all indicators for the 2005 report.

Countries may want to organise another meeting (involving all relevant stakeholders), as a validation exercise, to review the draft national 2003 report prior to its submission to the UNAIDS Secretariat.

A check-list of suggested steps is:

- Meeting of the National Partnership Forum, Theme Group, M&E working group and/or any other national coordination forum of the proposed steps and strategy, as well as who will be responsible for assembling of the existing data, and for drafting of a national report - by early Jan 2003
- Assembling data, drafting of national report for 2003 – Jan - Mar 2003
- Holding of validation meeting of draft national report (data & narrative), including the same relevant stakeholders - by mid March 2003
- Submission to UNAIDS Secretariat Geneva – by end March 2003

### **Technical and Financial Resources**

Financial resources required for this exercise are anticipated to be small, especially as no new data collection (research, surveys) is required for the 2003 report. It is essentially the organisation of two (regular) meetings of national actors. Use of funds already allocated to M&E support could be tapped to support these activities. Some countries might opt to hold two (small) one day workshops, because their regular meetings do not yet allow for comprehensive discussions on M&E. Even those workshops should not be a costly exercise wherefore funds could be resourced with the existing (co-operating) partners.

For the next two years – in other words for the preparation of the 2005 report – needs will be greater to take into account data collection for UNGASS indicators for which data is not currently available. However, as there is ample time, financial needs can be built into the national M&E plans.

Any technical needs required either for the preparation of the 2003 report or for assisting in the 2005 report should be documented and sent to the geographic divisions in Geneva.

The CRIS Unit will synthesize any incoming requests and liaise with the Evaluation Unit to maximise the technical assistance which the UNAIDS Secretariat can provide.