

Best Practice Submission Form



Please fill out this form by typing your responses in the appropriate box.

Originator of request: Who is the initiator? Which partners and other organizations were involved in the project? Is this an interagency proposal?		
Focal point in the UNAIDS Secretariat (if any):		
Name:	Unit:	Tel:

Subject/theme of the Best Practice submission:

Proposed document title:

Writer's name(if already identified): Please contact the Best Practice Manager if you need help choosing and contracting a writer or you could consult the best practice page on the intranet for a roster of consultants suggested with their attached CVs.	
Number of words: (estimated)	Number of pages: (estimated)
Purpose of document:	
Is the proposed publication going to be launched at any particular event or date? If so, please specify.	
What makes it new, interesting, informative and a best practice?	

Are you aware of other publications on the same subject as this submission? If so, how would this publication complement already existing publications?

How could this proposed publication help people working on the same issues? What elements are generic and replicable?

Evaluation of proposed best practice activity:		
Has the project/activity you are proposing ever been evaluated?		
Yes No		
(Please attach evaluation document if yes and tick below where appropriate)		
Internal evaluation (date)	External evaluation (by whom/date)	Other endorsements (by whom/date)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Target audience (Who are you mainly targeting with this publication?)

Do you have a distribution list available for your country/region?

How would you suggest that this publication reach the most influential and concerned audience, be used in the best possible way, and achieve the greatest impact?

Are you proposing any related activities (e.g., workshops, conferences etc.) with partners to maximize the publication's impact? Please specify.

To what extent have people living with HIV been part of this proposal?

Is this a co-publication?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, in collaboration with whom? How much of the cost is your collaborating agency contributing? If contribution is not in cash, what in-kind contribution is planned? Will your partners require their logo to be on the publication?		
Were your collaborators involved in preparing this form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How are you proposing to ensure quality control (for relevance and factual accuracy) of the text? Please note that clearance at the countries concerned by UN Theme Groups/UCCs/ICTs/relevant associate director in the secretariat is required .		
Please provide a list of individual reviewers. (Please share this proposal with the potential reviewers so they can factor it in their work schedule)		

Publication is required in the following languages:				
English <input type="checkbox"/>	French <input type="checkbox"/>	Spanish <input type="checkbox"/>	Russian <input type="checkbox"/>	Other <input type="checkbox"/> (e.g., local languages)
Justification for translation:				
Do you have any other comments or issues you would like to raise regarding your submission (which will be judged along with many others according to how it fits in with the Best Practice Collection)?				

Proposals for Best Practice publications should be submitted to the Best Practice Manager by completing this form and e-mailing it to bestpractice@unaid.org, and to khairmountainb@unaid.org

A minimum of eight weeks should be allowed for production and distribution after the final text has been cleared.